




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF ISABELA

DIVISION MEMORANDUM No. 13, series of 2020

TO: ASSISTANT SCHOOLS DIVISION
SUPERINTENDENTS, CHIEFS SGOD and CID,
EDUCATION PROGRAM SUPERVISORS, UNIT HEADS,
PUBLIC SCHOOLS DISTRICT SUPERVISORS,
PRINCIPALS-IN-CHARGE, PUBLIC ELEMENTARY
AND SECONDARY SCHOOL HEADS, and ALL
CONCERNED.

FROM:  **MADEYN L. MACALLANG, Ph.D., CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT: CREATION OF THE DIVISION COMMITTEE ON DECORUM
AND INVESTIGATION (CODI)

DATE: AUGUST 5, 2020

1. The Civil Service Commission (CSC) Resolution No. 01-0490 (Rules on Sexual Harassment mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency. Said resolution also provides that sexual harassment cases shall be filed with the CODI, which shall be created in all national or local agencies of the government, state/local colleges and universities, including government-owned or controlled corporations with original charters.

2. It is also stipulated that in an educational institution, the CODI shall be composed of at least one (1) representative of each from the administration, the trainers, teachers, instructors, professors or coaches, and students or trainees, as the case may be, duly selected by the level concerned. And in compliance with the Implementing Rules and Regulation of Republic Act No. 11313 (Safe Spaces Act), every CODI shall be headed by a woman and not less than half of its members shall be women.

3. On July 5, 2018, the SDO-Isabela constituted its Division CODI, and on July 5, 2019, the Division CODI was reconstituted.

4. However, due to personnel movement within the Department, there is a need to update and reconstitute the composition of the Division CODI in SDO-Isabela.

Hence, pursuant thereto, the Division CODI is hereby reconstituted and shall be composed of the following:

1. DIVISION CODI FOR ELEMENTARY



Alibagu, City of Ilagan, Isabela 3300
(078) 323-0281; (078) 323-2015
isabela@deped.gov.ph

deped-isabela.com.ph
Sdo Isabela

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Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF ISABELA

	Primary	Alternate
Chairman	ASDS EDNA P. ABUAN	SUSAN MARIE P. BARTOLOME
Members	MERLINA B. JOSUE	REBECCA G. ACSON
	AUREA M. NALLEB	GLORIA P. RAMOS

2. DIVISION CODI FOR SECONDARY

	Primary	Alternate
Chairman	ASDS EDNA P. ABUAN	SUSAN MARIE P. BARTOLOME
Members	ELEANOR A. ISIDRO	EVELYN A. BUMANGLAG
	FABIO M. MACALLING JR	JULIETA M. DOMINGO

3. DIVISION CODI FOR DO PROPER

	Primary	Alternate
Chairman	ASDS EDNA P. ABUAN	SUSAN MARIE P. BARTOLOME
Members	SUSAN MARIE P. BARTOLOME	LOUJANE M. NICOLAS
	ATTY. HENEDINO JOSEPH P. EDUARTE JR	LIZEL V. CASILIHAN

The CODI shall perform the following functions (Sec. 7 of CSC Resolution No. 01-0490):

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

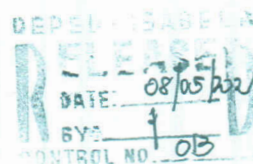
Members of the Division CODI shall serve a term of two (2) years unless replaced earlier.

Immediate dissemination and compliance with this memorandum is hereby directed.

SDO-Isabela, Alibagu, City of Ilagan, Isabela.

Copy furnished:

THE RECORDS SECTION
 SDO-Isabela



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