



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

JAN 23 2025

DIVISION MEMORANDUM

No. 040 S. 2025

CREATION AND COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

TO: Assistant Schools Division Superintendent
 Division Chief, SGOD / CID
 Public School District Supervisors
 Education Program Supervisors
 All Unit Heads
 Elementary and Secondary School Heads
 Local Teacher / Principal Organization
 All Others Concerned

- Pursuant to section 14, Rule 3 of the 2017 Rules on Administrative Cases in Civil Service (2017RACCS) the Committee on Decorum and Investigation (CODI) shall be created in all national or local agencies of the government, state/local colleges, and universities, including government-owned and controlled corporations with charters.
- The said Rule also states that in work-related environment, a CODI shall be composed of at least one (1) representative each from management, the accredited union, if any, the second level employees, and first level employees, duly selected by the unit concerned.
- Thus, the Committee on Decorum and Investigation is hereby created and shall be composed of the following:

DESIGNATION	NAME	POSITION TITLE
Chairperson, Management Level	CAROLINA S. VIOLETA EdD, CESO V	Schools Division Superintendent
Alternate	ARMANDO C. CAPILI, EdD	Assistant Schools Division Superintendent



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.depedbataan.com bataan@deped.gov.ph
www.facebook.com/DepedBataan

"We Mould Heroes"



CSC PRIME-IRM BRONZE AWARD
 CSC Resolution No. 200118



PHILIPPINE QUALITY AWARD
 COMMITMENT TO QUALITY MANAGEMENT LEVEL 3
 2022



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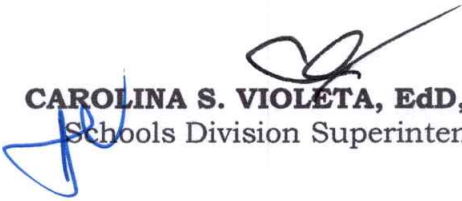
Second Level	MILAGROS M. PEÑAFLO	Division Chief, Curriculum Implementation Division
Alternate	RAMON C. PEREZ	Division Chief, School Governance & Operation Division
NEU Representative (Non-teaching Personnel)	MA. LISA A. MANUEL	Administrative Officer IV –HRMO II, President, DepEd NEU Bataan.
Alternate (Non-teaching Personnel)	ABRAHAM S. TRIA	Administrative Assistant III, NEU Project Officer
BOPSSA Representative (Teaching Personnel)	GEMMA TERESA CABREROS	School Principal, President, BOPSSA Bataan
PESPA Representative	JANE D. ROBLES	School Principal, President, PESPA Bataan
BPSTE A Representative (Teaching Personnel)	AUREA GALABOC	President, BPSTE A Bataan

4. A quorum consisting of the majority of members of Committee shall be required for the transaction of business. In rendering its findings and recommendation, all of the Committee members are required to vote except the Chairperson who shall vote only in case of a tie.
5. The alternate is designed to act as a member whenever the regular member is unable to attend a meeting of the Committee.
6. Whenever the complaint or the person complained of is a member of the committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with Civil Service Commission.
7. The functions of the CODI are the following:
 - A. Receives complaints of sexual harassment;
 - B. Investigates sexual harassment complaints in accordance with



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- prescribed procedures;
- C. Submits a report of its findings with the corresponding recommendation to the disciplining authority for the decision: and
 - D. Leads the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
8. The members of the CODI shall serve a term of two (2) years unless replaced earlier.
9. For the information and strict compliance of all concerned.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl: None

Reference: 2017 Rules on Administrative Cases in the Civil Service:

To be indicated in the perpetual Index
under the following subjects:

CODI SEXUAL HARRASSMENT CASES,

OSDS-LEGAL/MASE/January 21, 2025