



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

February 3, 2025

DIVISION MEMORANDUM

No. 377 s. 2025

COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: Assistant Schools Division Superintendent
Chief, Functional Division
All Unit Heads
All Public Schools Principals/ Heads
All Concerned

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

DESIGNATION	NAME	POSITION TITLE
Chairperson	Dr. Lilia A. Ricero	OIC-Assistant Schools Division Superintendent
Second Level Representative	Dr. Zoren Pepito Gubalane	SEPS, Monitoring and Evaluation
First Level Representative	Dr. Christian Paul Dela Vega	SEPS, Social Mobilization and Networking
DepEd NEU Representative	Melanio R. San Jose Jr.	Vice President, NEU Muntinlupa Chapter

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Muntinlupa Federation of Primary Education and Secondary Teachers	Arsenio Medenilla	President, MUNFPEST
Members	Dr. Florante C. Marmeto Ms. Regaele C. Olarte Dr. Liosia A. Palce Mr. Hilario Canasa	Chief, CID OIC-Chief, SGOD EPS, SPED President, PESPA

4. A quorum consisting of a majority of members of CODI shall be required for the transaction of business. However, in rendering and issuing its findings and recommendations all the CODI members are required except the chairman who shall only vote in case of a tie.
5. Whenever a complainant or the respondent is a member of the committee, he or she shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission.
6. The functions of the CODI are as follows:
 - a) Receives complaints of sexual harassment;
 - b) Investigates sexual harassment complaints in accordance with the prescribed procedures;
 - c) Submits a report of findings with the corresponding recommendation to the disciplining authority for 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.
7. The members of the CODI shall serve for a term of two (2) years unless replaced earlier.
8. Immediate dissemination and compliance of with this Memorandum is directed.

Violeta M. Gonzales
VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent