DIVISION MEMORANDUM
OSDS-LU-DM-673-2020

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

To: Assistant Schools Division Superintendent
    Chiefs, SGOD and CID
    Education Program Supervisors
    Public Schools District Supervisors
    Public Elementary and Secondary School Heads
    Heads of Unit
    All Others Concerned

1. Under the Civil Service Commission (CSC) Resolution No. 01-0490 (Administrative Disciplinary Rules on Sexual Harassment Cases), a 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 or controlled corporations with original charters.

2. CSC Resolution No. 01-0490 further provides that in a 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 employees, and the first level employees, duly selected by the unit concerned.

3. The functions of the CODI are:

   i. Receive complaints of sexual harassment;
   ii. Investigate sexual harassment complaints in accordance with the prescribed procedures;
   iii. Submit a report of its finding with the corresponding recommendation to the disciplining authority for decisions; and
   iv. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

Pursuant thereto, the Division Committee is hereby created and shall be composed of the following:

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<th>REGULAR</th>
<th>ALTERNATE</th>
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<tr>
<td>Chairperson</td>
<td>Nelson Sicio</td>
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<td>Vice-Chairperson</td>
<td>Gina Custodio</td>
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<td>Members</td>
<td>Cynthia Soneja</td>
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<td>Ma. Cielo Tubale</td>
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1. Frankie Turalde
2. Eva Tolentino
3. Representative from recognized organization

4. A quorum, consisting of a majority of members of CODI, shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, a majority of all the CODI members is required except the Chairman, who shall vote only in case of a tie.
5. CODI member alternate is designated to act as member whenever the principal member is unable to attend a meeting of the CODI.

6. All Schools are likewise directed to create the CODI at their level in accordance with Article V of Republic Act No. 11313 (Safe Spaces Act). A copy of the composition shall be submitted to the Division Office through the Legal Section.

7. The members of the CODI shall serve a term of two (2) years, unless replaced earlier.

8. Immediate dissemination and compliance with this memorandum is hereby directed.

Encl.: as stated

References: (CSC) Resolution No. 01-0490
To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE

MC/PR/DM 2020 CREATION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)
0001/ January 16, 2020

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