



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
 No. 207, series of 2020

**DECEMBER 1, 2020**

**CREATION OF THE SCHOOLS DIVISION OFFICE OF ABRA COMMITTEE ON  
 DECORUM AND INVESTIGATION (CODI)**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors, CID and SGOD**  
**Division Office Personnel**  
**Public Elementary and Secondary School Heads, Teaching and Non-Teaching Personnel**  
**All Others Concerned**

1. In compliance with the Civil Service Commission Resolution No. 01-0490 or the Administrative Disciplinary Rules on Sexual Harassment dated May 21, 2001, mandating all government agencies to create a Committee on Decorum and Investigation (CODI), the Schools Division Office of Abra hereby creates the Division Committee on Decorum and Investigation (Division CODI).
2. In case of work-related environment, the Division Committee on Decorum and Investigation shall be composed of the following:

Chairperson	<b>SORAYA T. FACULO</b> Assistant Schools Division Superintendent
Co-Chairperson	<b>JANNELIZA M. TALOMA</b> Attorney III
Members	<b>HEDWIG M. BELMES</b> Chief Education Supervisor, CID  <b>JANET B. PASCUA</b> Administrative Officer V (ADMIN)  <b>EDEN T. ADRIATICO</b> Senior Education Program Specialist  <b>DARREN C. CARIÑO</b> Nurse II  <b>RIZA E. PERALTA</b> Librarian II
Secretariat	<b>FLORGALE B. PANELO</b> Administrative Officer II



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3. This Memorandum shall serve as official designation of the aforementioned and such designation shall commence from the date of signing of this Memorandum until rescinded, reconstituted, or reorganized.
4. As per CSC Resolution No. 01-0490, the Division CODI shall perform the following functions:
  - a. Receive complaints of sexual harassment;
  - b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
  - c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
  - d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

5. For the purpose of this Memorandum, the following terms are defined as follows:

**Work, education or training-related sexual harassment** is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

**a. In a work-related or employment environment, sexual harassment is committed when:**

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
  2. The above acts would impair the employee's rights or privileges under existing labor laws; or
  3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
6. In no case shall the Division CODI facilitate the mediation of sexual harassment cases as per DepEd Order No. 15, series of 2012 or the DepEd Policy Framework for the Implementation of the Alternative Dispute Resolution System-Mediation, nor shall the case be acted upon through the Grievance Machinery.
  7. The records of the sexual harassment cases shall be kept confidential. Unauthorized disclosure of the confidential records shall constitute an administrative offense and shall be dealt with accordingly.



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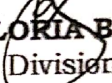




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8. It is expected that the duties assigned to the Division CODI shall be performed with the highest degree and integrity as public servants.
9. Full cooperation of all concerned is desired to ensure the success of our undertakings.
10. Immediate dissemination of this memorandum is directed.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

References: CSC Resolution No. 01-0490  
Republic Act No. 7877  
DepEd Order No. 35, s. 2004,  
DepEd Order No. 15, s. 2012,  
DepEd Order No. 49, s. 2006

OSDS/LSU/JMT/ Creation of the Schools Division Office of  
Abra Committee on Decorum and Investigation – December 1,  
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