



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

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DIVISION MEMORANDUM
 No. 300, series of 2021

SEPTEMBER 15, 2021

RECONSTITUTION 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
 Private and Public School Heads, Teaching and Non-Teaching School Personnel
 All Others Concerned

- 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) and Civil Service Commission memorandum Circular No. 11, series of 2021 or the Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service), the Schools Division Office of Abra hereby reconstitute the Division Committee on Decorum and Investigation (Division CODI) as follows:

Chairperson	BENILDA M. DAYTACA, EdD, CESO VI Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent
Vice-Chairperson	SAMUEL T. EGSAEN, Jr., EdD Public Schools District Supervisor OIC-Office of the Assistant Schools Division Superintendent
Main Members	
HEDWIG M. BELMES Chief Education Supervisor, CID	LEMUEL B. DICKSON Chief Education Supervisor, SGOD
JANET B. PASCUA Administrative Officer V, OSDS- ADMIN & GENERAL SERVICES	GEMMA B. CABUTAJE Administrative Officer IV, OSDS PERSONNEL
EDEN T. ADRIATICO Senior Education Program Specialist, SGOD-HUMAN RESOURCE	DEO M. RAMOS Education Program Specialist - SGOD-HUMAN RESOURCE
DARREN C. CARIÑO Nurse II, SGOD-SCHOOL HEALTH	CRISELDA B. PALOS Nurse I, SGOD-SCHOOL HEALTH
RIZA E. PERALTA Librarian II, CID-LEARNING RESOURCE MANAGEMENT	RYN WALTER A. PAA Project Development Officer, CID-LEARNING RESOURCE MANAGEMENT
Alternate Members	



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<p>JANNELIZA M. TALOMA Attorney III, OSDS, President, SDO Abra National Employees Union</p>	<p>LORNA B. LLANEZA Senior Education Program Specialist, SGOD-SMME Vice-President, SDO Abra National Employees Union</p>
<p>MAY B. ARCONADO Principal I, Bangued East Central School President, Philippine Elementary School Principals Association</p>	<p>CLETO T. BATONDO School Head, Manabo Pilot Elementary School, Vice-President, Philippine Elementary School Principals Association</p>
<p>HERMAN M. BARCENA, Ed. D Principal I, San Quintin National High School President, National Association of Public Secondary School Heads Inc.</p>	<p>ESTERIO A. APOLINAR School head, Pulot National High School, Vice-President, National Association of Public Secondary School Heads Inc.</p>
<p>MARIA ANGELINA G. CRISPIN Master Teacher II, Gaddani National High School President, Abra Secondary School Teachers Association</p>	<p>HECTOR S. LOPEZ School Head, Baay National High School Vice-President, Abra Secondary School Teachers Association</p>
<p>Secretariat</p>	<p>FLORGALE B. PANELO Administrative Officer II, OSDS-PERSONNEL</p> <p>KATHLEENE AINNA V. GALBAN Administrative Aide VI, OSDO-ADMIN/SGOD</p>

2. 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.
3. The CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment.
4. Every CODI shall be headed by a woman and not less than half of its members shall be women.
5. In sexual harassment cases, the CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment;
 - b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
 - c. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;



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- d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes; and
 - e. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
6. When the complainant 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 the Civil Service Commission or other disciplinary authorities with jurisdiction over the case.
 7. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest partiality, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause a delay in the proceedings.
 8. The CODI shall ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure. It shall also guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible.
 9. The CODI shall observe due process and within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.
 10. The Schools Division Office of Abra shall adopt mechanisms to provide assistance to the alleged victim of sexual harassment which may include counselling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.
 11. 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.
 12. 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.
 13. In educational and training institutions, the CODI shall be composed of at least one (1) representative each from the school administration, the trainers, faculty members or instructors/professors, coaches and students or trainees, as deemed appropriate. Aside from the regular members of the CODI, the school head or the head of training institution must designate their respective permanent alternate who shall act on their behalf in case of absence of the regular member and must have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.



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


BENILDA M. DATTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

References:

CSC Memorandum Circular No. 11, s. 2021;
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.

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