



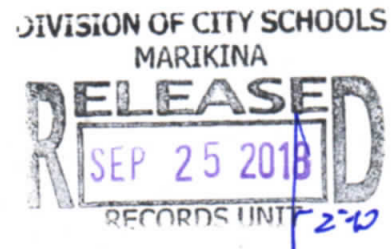
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046 (SGOD)  
<https://depedmarikina.ph/> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



**DIVISION MEMORANDUM**  
**NO 233, s. 2018**

To: Chief Education Supervisors, SGOD & CID  
Elementary and Secondary School Principals  
Officers-In-Charge  
Public Schools



**RESCHEDULED COMMITTEE ON DECORUM AND INVESTIGATION  
(CODI) TRAINING 2018**

1. This is to inform all GAD focal persons that the **Committee on Decorum and Investigation (CODI) Training** originally scheduled on September 11, and 27, 2018 was moved to September 24, 2018, 8:00A.M.-12:00NN. and October 9, 2018, 1:00-5:00 P.M. at AVR 2, SDO Marikina.
2. This is in response to the imperatives to establish CODI under of *RA 7877: An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes.*
3. The training will have two sessions. The first session on September 24, 2018 will provide inputs in the investigation of cases; and the second session on October 9, 2018 will have the workshop and the critiquing of the outputs.
4. Attached is the composition of the committee which has to be submitted on Sept. 24, 2018. Each school shall have two participants, 1 focal person and another member of the GAD Focal Point System (GFPS) in school.
5. Prorated share shall be paid at the Division Cashier's Office.
6. Immediate and wide dissemination of this Memorandum is desired.

**For:**

**SHERYLL T. GAYOLA**

Officer-In-Charge

Office of the Schools Division Superintendent

**By:**

**ATTY. CEASAR AUGUSTOS E. CEBUJANO**

Attorney III

OIC, Office of the Schools Division Superintendent

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

<b>SCHOOL LEVEL</b>		<b>DIVISION LEVEL</b>	
Principal	Chair (Deciding/Disciplining Authority)	SDS	Chair (Deciding/Disciplining Authority)
Guidance	Vice-Chair	Legal Officer	Vice-Chair
Member	Male Teacher	Member	1 from Admin
Member	Female Teacher	Member	1 from CID
Member	SPG/SSG	Member	1 from SGOD

**The functions of the Committee are:**

1. Receives complaints of sexual harassment;
2. Investigates sexual harassment complaints in accordance with the prescribed procedures;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and,
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.