



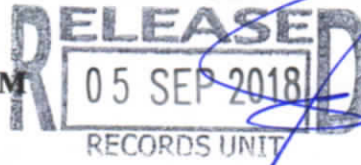
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION OF CITY SCHOOLS
MARIKINA

September 4, 2018



DIVISION MEMORANDUM
NO 212, s. 2018

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

COMMITTEE ON DECORUM AND INVESTIGATION (CODI) TRAINING 2018

1. This to inform all GAD Focal Persons that there will be a **Committee on Decorum and Investigation (CODI) Training** scheduled on September 11 and 27, 2018 at AVR 2, from 1:00 – 5:00 P.M.
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 11, 2018 will provide inputs in the investigation of cases; and the second session on September 27, 2018 will have the workshop and the critiquing of the outputs.
4. Attached is the composition of the committee. 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.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent

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

SCHOOL LEVEL		DIVISION LEVEL	
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.