



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

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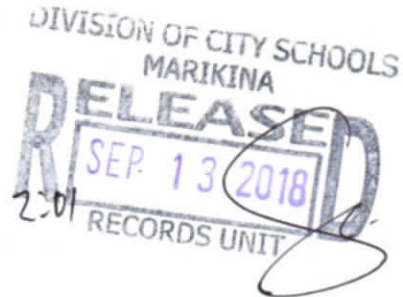


September 10, 2018

DIVISION MEMORANDUM

NO. 218, s. 2018

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



CORRIGENDUM TO DIVISION MEMORANDUM 212, S. 2018
RE: 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 14 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 which has to be submitted on Sept. 14, 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.


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.

Schools Division Office
Marikina City

Prorated Share Gender-Sensitivity for AP G10, CODI and GAD Journalism

Name of Schools	Percentage Share	Gender-Sensitivity	CODI	GAD Journalism	Total	Principal/OIC	Signature
Elementary Schools							
Barangka ES	0.0173		514.68	598.58	1,113.26		
Industrial Valley ES	0.0111		330.23	384.06	714.29		
Kalumpang ES	0.0139		413.53	480.94	894.47		
L. Victorino ES	0.0143		425.43	494.78	920.21		
Malanday ES	0.0415		1,234.63	1,435.90	2,670.53		
Marikina ES	0.0208		618.80	719.68	1,338.48		
Nangka ES	0.0305		907.38	1,055.30	1,962.68		
San Roque ES	0.0144		428.40	498.24	926.64		
Concepcion ES	0.0232		690.20	802.72	1,492.92		
Fortune ES	0.0285		847.88	986.10	1,833.98		
H. Bautista ES	0.0282		838.95	975.72	1,814.67		
Kapitan Moy ES	0.0158		470.05	546.68	1,016.73		
Parang ES	0.0357		1,062.08	1,235.22	2,297.30		
SSS Village ES	0.0253		752.68	875.38	1,628.06		
St. Mary ES	0.01		297.50	346.00	643.50		
Sto. Niño ES	0.0265		788.38	916.90	1,705.28		
Concepcion Int. School Elem.	0.0279		830.03	965.34	1,795.37		
Secondary Schools							
Barangka National HS	0.0156		292.60	539.76	1,296.46		
Concepcion Int. School Secondary	0.0435		814.15	1,505.10	3,613.38		
Fortune HS	0.0383		716.30	1,325.18	3,180.91		
Kalumpang National HS	0.0155		290.70	536.30	1,288.13		
Marikina Heights HS	0.0227		423.70	785.42	1,884.45		
Marikina Science HS	0.0184		343.90	636.64	1,527.94		
Nangka HS	0.0338		632.70	1,169.48	2,807.73		

