



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

03 April 2023

MEMORANDUM

No. 378, s. 2023

COMPOSITION OF DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES

To: OIC - Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 OSDS Personnel
 All Others Concerned

1. To foster an environment that not only nurtures the mind and intellect of our learners, teaching faculty and staff, and to ensure their safety from abuses, especially against women and children, a Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases is hereby created pursuant to Republic Act 7877, known as **“An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes”**. The Division CODI shall be composed of the following members who will serve a term of two (2) years from the date of the issuance of this Memorandum, unless replaced earlier.

Representation		Regular	Alternate
Management	Chairperson	ASDS Rosalio B. Conturno, Jr.	Chief Sherlito E. Sagapsapan
Second Level Employees	Member	CES Ella Grace M. Tagupa	AO Geordito T. Olario
First Level Employees	Member	ADAS Cyver O. Dalman	ADAS Ma. Chona B. Rosales
Union Representative	Member	EPS Germanico C. Malacat	EPS Ma. Perga A. Cadiente
Public School Teacher's Association	Member	EPS Elsa Q. Aranas	ESP Riza A. Daboda

2. A quorum, consisting of a majority of the members of the CODI, shall be required for the transaction of business. In rendering or issuing its findings and recommendations, however, a majority of all the CODI Members is required except the Chairperson, who shall vote only in case of a tie. Alternates are designated to act as members in case the regular member is unable to attend a meeting of the CODI.





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3. Functions of the CODI are the following:
- (1) Receive complaints of sexual harassment against teaching and non-teaching employees;
 - (2) Investigate sexual harassment complaints in accordance with the prescribed procedure;
 - (3) Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
 - (4) Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

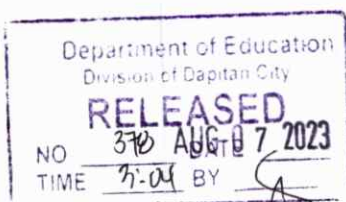
4. For the purpose of this Memorandum, the following terms are defined as follows:

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 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 or not 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 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.
5. For information, guidance, and compliance.

DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



OSDS-ADMS-Memo-2023-037



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