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Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

20 October 2021

DIVISION MEMORANDUM  
No. 364, s. 2021

**CREATION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

TO: Assistant Schools Division Superintendents  
Chiefs of Division, CID and SGOD  
Division Unit Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Civil Service Commission (CSC) Resolution No 01-0490 "Rules on Sexual Harassment" mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency. The resolution provides that sexual harassment cases shall be filed with the CODI, which shall be created in all national or local agencies of the government, state/local colleges and universities including government - owned or controlled corporations with original charters.
2. It also stipulates that in a work- related environment, a CODI shall be composed of at least one (1) representative each from the management, the accredited union, if any, the second level employees, and the first level employees, duly selected by the unit concerned. And in compliance with the implementing Rules and Regulation of Republic Act No. 11313 (Safe Spaces Act) every CODI shall be headed by a woman and not less than half of its members shall be women.

3. Hence, pursuant thereto, the Division CODI is hereby reconstituted and shall be composed of the following:

Chairman: MINA GRACIA L. ACOSTA, PhD, CESO VI  
Assistant Schools Division Superintendent

Members: MA. LUISA J. GAMINO - Second Level Employee Representative  
ELEONOR C. PARICO - First Level Employee Representative  
DR. ANTONIO U. FELIX - President (NEU)  
BENIGNO S. DIOZON - President (PSDSA)  
LORENZO P. JOAQUIN - President (NEPSSAA)

4. The CODI shall perform the following functions (Sec. 7 of CSC Resolution No. 01-0490):
  - a. Receive complaints of sexual harassment;
  - b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
  - c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
  - d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.



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Department of Education

Division of Curriculum Development

100 North Street, New York, N.Y. 10002

Telephone: (212) 312-1234

October 25, 1971

THE NEW YORK STATE DEPARTMENT OF EDUCATION  
100 NORTH STREET, NEW YORK, N.Y. 10002

MEMORANDUM FOR THE DIRECTOR OF THE DIVISION OF CURRICULUM AND INSTRUCTION

TO: Mr. [Name] - Director of the Division of Curriculum and Instruction  
FROM: Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction  
SUBJECT: [Subject]

The following information was received from [Source] regarding [Subject]. It is suggested that the Division of Curriculum and Instruction should [Action].

It is noted that [Information]. The Division of Curriculum and Instruction should [Action].

Very truly yours,  
[Signature]

Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction

- Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction
- Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction
- Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction
- Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction


The following information was received from [Source] regarding [Subject]. It is suggested that the Division of Curriculum and Instruction should [Action].

It is noted that [Information]. The Division of Curriculum and Instruction should [Action].

Mr. [Name] - Assistant Director of the Division of Curriculum and Instruction  
100 North Street, New York, N.Y. 10002  
Telephone: (212) 312-1234



5. Members of the Division CODI shall serve a term of two (2) years unless replaced earlier.
6. Immediate dissemination and compliance with this memorandum is hereby directed.
7. For information, guidance and compliance.

  
**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent

Encl.: None  
References: Sec. 7 of CSC Resolution No. 01-0490  
To be indicated in the Perpetual Index  
under the following subject:  
COMMITTEE  
INVESTIGATION  
DECORUM

RBG 2021 Creation of the Division Committee on Investigation and Decorum  
1-3-2/RBG 11-09-2021

Members of the Division (DOD) shall have a term of two (2) years and shall be eligible for re-election.

In addition, the members and committees shall be authorized to receive such information, guidance and support as may be necessary.

LESLIE D. JENSEN, CEO  
Ohio Division of Public Safety

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