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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DepEd Ozamiz City
RELEASED
By:
Date: 9/7/26

September 7, 2026

DIVISION MEMORANDUM
No. 425 **s. 2026**

RECONSTITUTION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

TO : OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

1. Pursuant to the indicators set by the Philippine Commission on Women's Gender Mainstreaming Evaluation Framework (GMEF) in advancing Gender Mainstreaming in the Division, and in compliance with Republic Act No. 11313 or the Safe Spaces Act and its commitment to uphold a safe, respectful, and inclusive environment for all, this office hereby reconstitute the **Committee on Decorum and Investigation (CODI)** to handle cases of gender-based sexual harassment in the workplace.

2. The Division Committee on Decorum and Investigation (CODI) shall be composed of the following:

Designation	Name and Position Title	Alternate
Chairperson	**Dr. Imelda D. Pongase** *Chief Education Supervisor, SGOD*	**Dr. May P. Edullantes** *Chief Education Supervisor, CID*
Second Level Representative	**Atty. Jeselle Ann R. Vega, CPA** *Attorney III*	**Dorothy Joy B. Yting** *Administrative Officer V*
Employee Union	**Arlene C. Via** *Senior Education Program Specialist - SM&N, President - DepEd NEU Ozamiz City Chapter*	**Engr. Eric Paul M. Catulong** *Engineer III, Project Manager – DepEd NEU Ozamiz City Chapter*
First Level Representative	**Symon Kristofer L. Japuz** *Administrative Aide VI*	**Hazel A. Almendras** *Administrative Aide VI*

3. In sexual harassment cases, the CODI shall perform the following functions:
   a. Receive complaints of sexual harassment;
   b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
   c. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
   d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes; and
   e. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

4. The members of the Division CODI and their alternates shall serve a term of two (2) years unless earlier replaced.

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

DIONESIO L. LIWAGON, JR., CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES

OSDS/JARV