



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

10 SEP 2026

DIVISION MEMORANDUM

No. 750, s.2026

**COMPOSITION OF DEPED VIGAN COMMITTEE ON DECORUM AND
 INVESTIGATION**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD)
 Public Elementary and Secondary Schools Heads
 Section/Unit Heads
 All Others Concerned

1. Pursuant to **Section 17 of the Revised Rules on Administrative Cases in the Civil Service (RACCS)**, in relation to **Republic Act No. 7877** (Anti-Sexual Harassment Act of 1995), **Republic Act No. 11313** (Safe Spaces Act), and relevant Civil Service Commission (CSC) guidelines, a **Committee on Decorum and Investigation (CODI)** is hereby reconstituted/established in the **Schools Division Office (SDO) of Vigan City**.
2. Under Section 17 of RACCS, the CODI is mandated to serve as an independent internal body to handle, investigate, and address complaints of sexual harassment and gender-based violations within the workplace, educational, and training environment.
3. In compliance with the statutory composition requirements for educational institutions and government agencies set forth under the rules, the Division CODI shall be composed of the following:

Chairperson	Annie D. Pagdilao, CESO VI	Assistant Schools Division Superintendent
Alternate Chairperson	Ma. Christine L. Natividad	Chief Education Supervisor
Management Representative	Atty. Kim R. Tagorda	Attorney III
Employee Organization Representative (Non- Teaching)	Mary Joy P. Suero	Administrative Officer V (Budget)
Employee Organization Representative (Teaching)	Crispulo V. Arquero, III	President, Employees Organization
2nd Level Employees Representative	Elsie C. Amorin	Education Program Supervisor
1st Level Employees Representative	Lloyd Ancheta	Administrative Assistant III



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4. Pursuant to Section 17 of RACCS and CSC guidelines, the SDO Vigan City CODI shall perform the following functions:
- Receive Complaints: Formally receive complaints pertaining to work- or education-related sexual harassment and gender-based violations.
 - Conduct Investigation: Conduct preliminary investigations and administrative hearings in accordance with the prescribed civil service rules.
 - Submit Findings: Submit a comprehensive report of findings with corresponding recommendations to the Schools Division Superintendent (as the Disciplining Authority) within the prescribed period.
 - Advocate & Prevent: Lead information campaigns and orientation programs to raise awareness and prevent incidents of sexual harassment and gender-based discrimination in schools and administrative offices.
 - Ensure Due Process & Confidentiality: Strictly observe due process while guaranteeing gender-sensitive handling and utmost confidentiality of all parties and proceedings.
5. For strict compliance and immediate dissemination.

VILMA D. EDA, CESO V
Schools Division Superintendent



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Section 14. *Withdrawal of the Complaint.* The withdrawal of the complaint does not result in its outright dismissal or the discharge of the person complained of from any administrative liability.

Section 15. *Action on the Complaint.* Upon receipt of a complaint which is sufficient in form and substance, the disciplining authority shall conduct a preliminary investigation to determine the existence of a *prima facie* case. The disciplining authority may create an investigating committee or designate an investigator for such purpose.

SEXUAL HARASSMENT CASES

Section 16. *Complaints in Sexual Harassment Cases.* In sexual harassment cases, the complaint shall be filed with the agency or department where the person complained of is employed. The complaint shall be referred to the Committee on Decorum and Investigation (CODI) created in all agencies/departments to act as the main body in the investigation and resolution of cases involving sexual harassment.

The head of agency who fails to create a CODI shall be charged with Neglect of Duty before the appropriate forum.

Section 17. *Composition of CODI.* Every CODI shall be headed by a woman and not less than half of its members shall be women.

In a work-related environment, a CODI shall be composed of at least one (1) representative each from the management, the accredited employee organization, if any, the second level employees, and the first level employees, duly selected by the unit concerned.

In an educational or training institution, the CODI shall be composed of at least one (1) representative from the administration, teaching and non-teaching staff and students or trainees, as the case may be, duly selected by the level concerned.

Agencies are encouraged to observe that equal representation of persons of diverse sexual orientation, gender identity and/or expression exists in the CODI, as far as practicable, and that there will be a sufficient number of people who may immediately replace any member of the CODI who inhibits from any case.

A. Conflict of Interest

When a member of the CODI is either the complainant or the person complained of, such member shall inhibit from the investigation, or the complaint may be filed directly with the CSC.

B. Term of Office

The agency may formulate its own rules governing the term of office of its members which should not be more than two (2) years, and other matters pertaining to the functions of the CODI not otherwise provided in these Rules.

C. Functions of the CODI.

In sexual harassment cases, the CODI shall perform the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
3. 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;
4. 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
5. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

Section 18. Jurisdiction of the CSC over Sexual Harassment Cases. In case a complaint for sexual harassment is filed with the CSC, the same shall be remanded to the agency where the alleged offender is employed. However, the CSC may take cognizance of the case under any of the following circumstances: