



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

13 May 2025

DIVISION MEMORANDUM

No. 243, s. 2025

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

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Concerned SDO Personnel
Public Schools District Supervisors
Public and Private Elementary/Secondary School Heads
All Others Concerned

1. Section 14, Rule 3 of the 2017 Rules on Administrative Cases in Civil Service (2017 RACCS) mandates the creation of a Committee on Decorum and Investigation (CODI) in all national and local government agencies, state and local colleges and universities, and government-owned and controlled corporations with original Charters.
2. The creation of the CODI would serve as an independent internal grievance mechanism to address cases involving Gender Based Sexual Harassment (GBSH) as directed by Section 33 of the Implementing Rules and Regulations of the Republic Act No. 11313, otherwise known as the Safe Spaces Act.
3. In line with this, DepEd Batangas Province announces the Recomposition of the Division Committee on Decorum and Investigation (CODI):

DESIGNATION	NAME & POSITION	ALTERNATE
Chairperson	Rhina O. Ilagan Asst. Schools Division Superintendent	Gregorio T. Mueco Asst. Schools Division Superintendent
Co-Chairperson	Atty. Karen M. Salimo Legal Officer	Eden U. Alon Accountant III
Members	Mario B. Maramot SGOD OIC Chief Education Supervisor	Rodrigo S. Castillo SEPS - Planning & Research
	David M. Nuay CID Chief Education Supervisor	Mercy R. Villanueva Education Program Supervisor
	Marian L. Arias Education Program Supervisor SGOD/ Division GAD Focal	Anabel E. Magalona SEPS – Social Mobilization and Networking



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	Lou C. Panaligan Administrative Officer V	Joemar B. Perez Administrative Officer IV
	Layne B. Ortega Administrative Officer V/ Budget Officer	Cinderela S. Biscocho ADAS III - Budget
	Khareen M. Cadano, MD Medical Officer	Christian H. Harina Nurse II/ Nurse-In-Charge
Secretariat	Evelyn C. De Sagun SEPS- Human Resource and Development Section	Leoncia B. Maramot EPS II- Human Resource and Development Section
	Manilyn B. Alcantara Legal Assistant I	Roxanne V. Redubla ADAS III - SGOD

4. As provided for under the 2017 RACCS and the IRR of RA 11313, the Division CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment/GBSH committed in the Division Office;
 - b. Investigate sexual harassment/GBSH complaints, including preliminary investigation in accordance with the prescribed procedures;
 - c. Submit a report of its findings with corresponding recommendations to the disciplining authority for decision
 - d. Lead in the conduct of discussion about sexual harassment/GBSH within the agency or institution to increase understanding and prevent incidents of sexual harassment; and
 - e. Provide referral to the victim of sexual harassment/GBSH (counseling, referral, etc.)
5. The members of the Division CODI shall serve a term of two (2) years unless earlier revoked.
6. Wide and immediate dissemination of this memorandum is desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

KMS/Memo_Recomposition of the Division CODI/