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

19 Aug 2026

DIVISION MEMORANDUM
No. 406, s. 2026

DIVISION ORIENTATION WORKSHOP ON THE ROLES, FUNCTIONS, AND PROCEDURES OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: Assistant Schools Division Superintendents
Chief Education Supervisors, SGOD and CID
Education Program Supervisor in-charge of Private Schools
Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education is committed to maintaining a safe, respectful, and inclusive work and learning environment in accordance with Republic Act No. 7877 (Anti-Sexual Harassment Act of 1995), Republic Act No. 11313 (Safe Spaces Act), and relevant DepEd policies and guidelines. In this regard, the proper establishment and functioning of the **Committee on Decorum and Investigation (CODI)** are essential in ensuring the prompt and appropriate handling of complaints involving sexual harassment, gender-based violence, and related offenses. Hence, this Office, through the School Governance and Operations Division (SGOD), shall conduct a **Division Orientation-Workshop on the Roles, Functions, and Procedures of the Committee on Decorum and Investigation (CODI)** on **October 12–13, 2026**, at a venue to be announced later.

2. The activity aims to deepen participant's understanding on the structure, roles, functions, and procedures of the Committee on Decorum and Investigation (CODI) in handling complaints of sexual harassment, gender-based violence, and other related offenses in accordance with DepEd policies and due process

3. The list of participants for this activity is attached to this Memorandum.

4. Travelling and other expenses of SDO personnel relative to the conduct of this activity shall be charged against Division MOOE funds, while the expenses of other participants shall be charged against their respective school MOOE or other local funds, subject to usual accounting and auditing rules and regulations.

5. This Memorandum shall also serve as the **Authority to Travel** of the concerned SDO personnel.

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6. For clarification, please contact Dr. Marian L. Arias, Education Program Supervisor at marian.arias@deped.gov.ph

7. Immediate dissemination of and strict compliance with this Memorandum is desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Reference: RA No. 7877
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

MLA/ Division Orientation-Workshop on the Roles, Functions and Procedures of the Committee on Decorum and Investigation /R2-154989/08-19-2026

Attachment A

Division Orientation Workshop on the Roles, Functions, and Procedures of the Committee on Decorum and Investigation (CODI)

FEMALE PARTICIPANTS

No.	Name	Gender	Office	Position
1.	IBAÑEZ, MARITES ARADA	F	Office of the Schools Division Superintendent	SCHOOLS DIVISION SUPERINTENDENT
2.	ILAGAN, RHINA OLAVE	F	Office of the Assistant Schools Division Superintendent	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
3.	ALON, EDUARDA U.	F	OSDS- Accounting Section	ACCOUNTANT III
4.	ORTEGA, LAYNE DE JESUS	F	OSDS- Budget Section	ADMINISTRATIVE OFFICER V
5.	GONZALES, IRENE GRACE Q.	F	OSDS- Records Section	ADMINISTRATIVE ASSISTANT IV
6.	SALIMO, KAREN MISSION	F	OSDS- Legal Section	ATTORNEY III
7.	ALCANTARA, MANILYN B.	F	OSDS-Legal Section	LEGAL ASSISTANT I
8.	LOZADA, MELINDA V.	F	OSDS/ TWG	JOB ORDER/ TWG
9.	BASILAN, MA. LETICIA JOSE C.	F	CID	EDUCATION PROGRAM SUPERVISOR
10.	CARANDANG, MACARIA CARINA C.	F	CID	EDUCATION PROGRAM SUPERVISOR
11.	ILAO, LORETA VILLALOBOS	F	CID	EDUCATION PROGRAM SUPERVISOR
12.	MENDOZA, ROSALINDA ANDAYA	F	CID	EDUCATION PROGRAM SUPERVISOR
13.	TOLENTINO, ELIZABETH RIOSA	F	CID	EDUCATION PROGRAM SUPERVISOR
14.	VILLANUEVA, MERCY RAMOS	F	CID	EDUCATION PROGRAM SUPERVISOR
15.	ARIAS, MARIAN LONTOK	F	SGOD	EDUCATION PROGRAM SUPERVISOR
16.	DE SAGUN, EVELYN C.	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
17.	ENCARNACION, ROSEMARIE A.	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
18.	MAGALONA, ANABEL ELANO	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
19.	MARAMOT, LEONCIA BASILAN	F	SGOD	EDUCATION PROGRAM SPECIALIST II
20.	SAMSON, CORA VILLANUEVA	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
21.	REDUBLA, ROXANNE V.	F	SGOD	ADMINISTRATIVE ASSISTANT III
22.	MA. MELISSA M. ARIOLA	F	AGONCILLO	PSDS
23.	MARY JANE GONZALES	F	ALITAGTAG	PSDS
24.	RISA GUZANO	F	BALAYAN EAST	PSDS
25.	PLACIDA G. DELA VEGA	F	BALAYAN WEST	PSDS
26.	NANCY D. LUBIS	F	MATAASNAKAHOY	PSDS
27.	EMITERIA B. VILLAMOR, ED.D	F	BAUAN EAST	PSDS
28.	AURELIA A. AGUILA	F	BAUAN WEST	PSDS
29.	BABY JANET DIMAILIG	F	BALETE	PSDS
30.	CONSTANCIA PEREZ	F	IBAAN	OIC PSDS
31.	BENILDA N. NAVARO	F	LAUREL	PSDS
32.	NENITA A. ADAME	F	LEMERY	PSDS
33.	JULITA E. ILAGAN	F	LOBO	PSDS
34.	AGRIFINA A. DIRAIN	F	MALVAR	PSDS
35.	MARISSA BETCHAIDA	F	NASUGBU EAST	OIC PSDS

36.	LUCKY MAY PASIA	F	PADRE GARCIA	PSDS
37.	ELLIENOR D. PEÑA	F	SAN JUAN EAST	PSDS
38.	SARAH S. SAGUIN	F	SAN JUAN WEST	PSDS
39.	ANDREA M. HERNANDEZ	F	CUENCA	PSDS
40.	BERNARDA M. REYES	F	ROSARIO WEST	PSDS
41.	CONIE C. HERNANDEZ	F	TAAL	PSDS
42.	GINALYN ULITIN MACARAIG	F	TALISAY	PSDS
43.	ROWENA D. MARQUEZ	F	BALAYAN EAST	School Principal II
44.	SEVERINA P. RAMOS	F	BALAYAN WEST	Principal I
45.	ANNABELLE M. DE JESUS	F	CALATAGAN	Head Teacher III
46.	JANETT D. MENDOZA	F	LEMERY	Principal I
47.	VIRLA C. DELOS SANTOS	F	LIAN	Principal I
48.	MA. CARINA M. AVENA	F	NASUGBU WEST	Principal I
49.	RUTHMABELLE E. REYES	F	TAAL	Principal II
50.	ROSARIO A. CONSIGO	F	TUY	Head Teacher I
51.	ROCHELL R. BANDONG	F	BAUAN EAST	ASP II/ OIC-SCHOOL HEAD
52.	LORILYN D. EBREO	F	BAUAN WEST	PRINCIPAL II
53.	LINA M. MAGOLING	F	LOBO	PRINCIPAL II
54.	LISA M. GARCIA	F	MABINI	HEAD TEACHER II
55.	LEMIE C. ONDA	F	SAN LUIS	PRINCIPAL II
56.	MYLYN E. OBRADOR	F	SAN PASCUAL	PRINCIPAL III
57.	JEAN B. EVANGELISTA	F	TINGLOY	PRINCIPAL II
58.	FELICIANA L. AQUINO	F	AGONCILLO	PRINCIPAL IV
59.	LEONARDA P. MAULEON	F	ALITAGTAG	PRINCIPAL I
60.	EDITH G. SORIANO	F	CUENCA	PRINCIPAL II
61.	ANSELMA O. DELA ROSA	F	LAUREL	PRINCIPAL II
62.	CYMBELINE O. MAGLINAO	F	MALVAR	HEAD TEACHER III
63.	BRENDALYN L. DE LEON	F	MATAASNAKAHOY	HEAD TEACHER I
64.	SATURNINA A. DE SAGUN	F	SAN NICOLAS	PRINCIPAL II
65.	MARICRIS C. ROSALES	F	STA. TERESITA	PRINCIPAL II
66.	MARY GRACE L. MENDOZA	F	TALISAY	PRINCIPAL IV
67.	PELAGIA A. ARRIOLA	F	IBAAN	PRINCIPAL I
68.	LENY L. MERCADO	F	PADRE GARCIA	PRINCIPAL I
69.	CRISPA C. ROALLOS	F	ROSARIO EAST	PRINCIPAL I
70.	HILDA C. GARBIN	F	ROSARIO WEST	PRINCIPAL I
71.	MILDRED M. DE TORRES	F	SAN JOSE	PRINCIPAL II
72.	LEILANI D. MAULION	F	SAN JUAN EAST	PRINCIPAL II
73.	ANGELINA S. RUBIA	F	SAN JUAN WEST	HEAD TEAHER III
74.	ARMELA M. UMALI	F	TAYSAN	HEAD TEACHER III

MALE PARTICIPANTS

No.	Name	Gender	Office	Position
1.	DAYOC, JOFIT P.	M	Office of the Assistant Schools Division Superintendent	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
2.	PANALIGAN, LOU CARBONEL	M	OSDS- Administrative Section	ADMINISTRATIVE OFFICER V

3.	PEREZ, JOEMAR BICO	M	OSDS- Personnel Section	ADMINISTRATIVE OFFICER IV
4.	DALANGIN, EMERSON B	M	CID	MT I / DIVISION SCIENCE COORDINATOR
5.	ELLAR, ALFRED JAMES ANDAL	M	CID	EDUCATION PROGRAM SUPERVISOR
6.	MORILLO, JIMMY DE JESUS	M	CID	EDUCATION PROGRAM SUPERVISOR
7.	NUAY, DAVID MAGTIBAY	M	CID	CHIEF EDUCATION SUPERVISOR
8.	ANO, JAMES ANGELO TIAMA	M	SGOD	PROJECT DEVELOPMENT OFFICER II
9.	DIMAANO, ARIS UMANDAP	M	SGOD	PLANNING OFFICER III
10.	MARAMOT, MARIO BUENVIAJE	M	SGOD	SGOD CHIEF / EDUCATION PROGRAM SUPERVISOR
11.	TIQUIS, JOHN ALBERT LUBUGUIN	M	SGOD	ENGINEER III
12.	ELEAZAR C. MAGSINO	M	CALATAGAN DISTRICT	PSDS
13.	AVELINO B. MORTEL	M	SAN PASCUAL DISTRICT	PSDS
14.	PEDRO D. DE LOS REYES	M	LIAN DISTRICT	PSDS
15.	LUISITO L. CANTOS	M	MABINI DISTRICT	PSDS
16.	GREGORIO D. MENESES	M	NASUGBU WEST	PSDS
17.	BRAULIO B. NAPEÑAS	M	STA. TERESITA DISTRICT	PSDS
18.	ORLIE G. DEL MUNDO	M	ROSARIO EAST DISTRICT	PSDS
19.	JOEL B. LUBIS	M	SAN JOSE DISTRICT	PSDS
20.	ANIANO I. HERNANDEZ	M	SAN LUIS DISTRICT	PSDS
21.	ANTONIO M. ILAGAN	M	TINGLOY DISTRICT	PSDS
22.	ERICKSON T. GUTIERREZ	M	TAYSAN DISTRICT	PSDS
23.	RODRIGO CASTILLO	M	SAN NICOLAS DISTRICT	PSDS
24.	RONALDO L. SEVILLA	M	TUY DISTRICT	PSDS
25.	MANALO, JOHN RHYS H.	M	MEDICAL SECTION	NURSE II
26.	GLENDA R. ENRIQUEZ	M	BALETE	PRINCIPAL I
27.	HARINA, CHRISTIAN H.	M	MEDICAL SECTION	NURSE II
28.	JERICHO V. CLEMENTE	M	NASUGBU EAST	HT I

TOTAL – 74F + 28M = 102 PARTICIPANTS