



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



HRDD-RM-2025-290

15 April 2025

**Regional Memorandum**  
No. 290 s. 2025

**PARTICIPANTS IN THE ORIENTATION ON THE ROLES AND  
FUNCTIONS OF THE COMMITTEE ON DECORUM  
AND INVESTIGATION**

To **Regional GAD Focal Point System  
Functional Division Chiefs, Unit Heads  
Schools Division Superintendent**

1. With reference to RM No. 262, s. 2025, titled **Orientation on the Roles and Functions of the Committee on Decorum and Investigation**, this Office releases the list of participants in the said activity on April 21-23, 2025, at Soleste Suites, Blue Ridge, 193 Katipunan Avenue, Quezon City.
2. The participants identified in this activity are expected to bring a copy of their issuances and other CODI-related activities of their respective Schools Division Offices. Please refer to the attached enclosure for the list of the attendees.
3. The participants are requested to bring the following items: extension cords, laptops, and water tumblers.
4. Food and accommodation of all participants, honorarium for the invited speaker shall be charged against the Regional Funds/GAD Funds. While travel and other expenses of the participants relative to their participation in the said activity shall be charged against local funds/GAD funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director

06/ROH3-H1



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Certificate No. PHP QMS  
22 93 0085

**ORIENTATION ON THE ROLES AND FUNCTIONS OF THE COMMITTEE  
ON DECORUM AND INVESTIGATION**

|    | <b>Name</b>                    | <b>Position Title</b>     | <b>Sex</b> | <b>SDO</b>         |
|----|--------------------------------|---------------------------|------------|--------------------|
| 1  | Frederick B. Vallinas          | Administrative Officer V  | Male       | Antipolo City      |
| 2  | Kelvin P. Matib                | Attorney III              | Male       | Antipolo City      |
| 3  | Janet G. Villaroya             | EPS                       | Female     | Bacoor City        |
| 4  | Catherine V. Maranan           | OIC- ASDS                 | Female     | Batangas City      |
| 5  | Marian L. Arias                | EPS                       | Female     | Batangas Province  |
| 6  | Karen M. Salimo                | Attorney III              | Female     | Batangas Province  |
| 7  | Pacifico Jacinto P. Medina Jr. | Attorney III              | Male       | Biñan City         |
| 8  | Randy D. Punzalan              | ASDS                      | Male       | Cabuyao City       |
| 9  | Allison Denisse A. Lescano     | Attorney III              | Female     | Calamba City       |
| 10 | Charlie P. Cabatan             | Administrative Officer V  | Male       | Cavite City        |
| 11 | Lito M. Camo Jr.               | PDO I                     | Male       | Cavite Province    |
| 12 | Florencio C. Costa             | Principal IV              | Male       | Cavite Province    |
| 13 | Alexis Victor G. Balicas       | Attorney III              | Male       | Dasmarinas City    |
| 14 | Aaron Anthony S. Labordo       | Attorney III              | Male       | General Trias City |
| 15 | Ronnie B. Yohan                | Administrative Officer V  | Male       | Imus City          |
| 16 | Angela F. Latina               | Administrative Officer V  | Female     | Laguna Province    |
| 17 | Eyzen Y. Adefuin               | Administrative Officer IV | Female     | Laguna Province    |
| 18 | Lovelyn M. Atienza             | Attorney III              | Female     | Lipa City          |
| 19 | Pascual C. La Rosa Jr.         | SEPS                      | Male       | Lucena City        |
| 20 | Rexcia Maria B. Baldeo         | Attorney III              | Female     | Quezon Province    |
| 21 | Maria Dolores D. Atienza       | Administrative Officer V  | Female     | Quezon Province    |
| 22 | Melissa C. Garrovillas         | PSDS                      | Female     | Rizal Province     |
| 23 | Ronalyn A. Erbon               | Attorney III              | Female     | Rizal Province     |
| 24 | Nora M. Calabia                | PSDS                      | Female     | San Pablo City     |
| 25 | Christine Ann Marie A. Batacan | Attorney III              | Female     | San Pablo City     |
| 26 | Vivian L. Petrasanta           | EPS                       | Female     | San Pedro City     |
| 27 | Edwina C. Nabo                 | EPS                       | Female     | Sta. Rosa City     |
| 28 | Florentino A. Lara             | EPS-SGOD                  | Male       | Sto. Tomas City    |
| 29 | Gerlie C. Lopez                | EPS-SGOD                  | Female     | Tanauan City       |
| 30 | Maria Corazon A. Borbon        | EPS                       | Female     | Tayabas City       |
| 31 | Flor Angeline A. Lana          | Legal Officer III         | Female     | RO – Legal         |
| 32 | Jisela N. Ulpina               | OIC-Chief                 | Female     | PMT                |
| 33 | Nadina G. Gatton               | EPS                       | Female     | GAD FOCAL          |
| 34 | Glenda E. Dela Torre           | EPS II                    | Female     | PMT                |
| 35 | Joseph C. Damian               | ADAS III                  | Male       | PMT                |
| 36 | Resource Speaker               |                           |            |                    |

Enclosure 2

**Activity Matrix**

| <b>DAY 1</b>            |   |                        |
|-------------------------|---|------------------------|
| April 21, 2025 (Monday) |   |                        |
| <b>TIME</b>             | <b>ACTIVITY</b>                                   | <b>PERSON INVOLVED</b> |
| 8:00 am – 9:00 am       | Arrival and registration                          | PMT                    |
| 9:00 – 9:15 am          | Opening Program (Prayer, Nationalistic Song, QPS) |                        |
| 9:15 – 9:30 am          | Checking of Participants                          |                        |
| 9:30 – 10:00 am         | Session 1: GAD Mandates                           | RP                     |
| 10:00 – 10:15 am        | Health Break                                      |                        |
| 10:15 – 12:00 noon      | Continuation of Session 1                         | RP                     |
| 12:00 noon – 1:00 pm    | Lunch Break                                       |                        |
| 1:00 – 3:00 pm          | Session 2: Gender Sensitivity                     | RP                     |
| 3:00 – 3:30 pm          | Health Break                                      |                        |
| 3:30 – 5:00 pm          | Continuation of Session 2                         | RP                     |

| <b>DAY 2</b>             |  |                        |
|--------------------------|--|------------------------|
| April 22, 2025 (Tuesday) |  |                        |
| <b>TIME</b>              | <b>ACTIVITY</b>  | <b>PERSON INVOLVED</b> |
| 8:00 -8:15 am            | Opening Program  | PMT                    |
| 8:15 – 8:30 am           | Checking of Participants   |                        |
| 8:30 -10:00 am           | Session 3: Gender Based Sexual Harassment and Discrimination                                     | RP                     |
| 10:00-10:30 am           | Health Break   |                        |
| 10:30 – 12:00 noon       | Continuation of Session 3  | RP                     |
| 12:00 – 1:00 pm          | Lunch Break  |                        |
| 1:00 – 3:00 pm           | Session 4: RA 7877: Anti-Sexual Harassment Act and RA 11313: Safe Spaces Act or Bawal Bastos Law | RP                     |
| 3:00 – 3:30 pm           | Health Break   |                        |
| 3:30 – 5:00 pm           | Continuation of Session 4  | RP                     |

| <b>DAY 3</b>               |   |                        |
|----------------------------|---|------------------------|
| April 23, 2025 (Wednesday) |   |                        |
| <b>TIME</b>                | <b>ACTIVITY</b>   | <b>PERSON INVOLVED</b> |
| 8:00 -8:15 am              | Opening Program   |                        |
| 8:15 – 8:30 am             | Checking of Participants  | PMT                    |
| 8:30 -10:00 am             | Session 5: CODI as Gender Mechanism for and Gender Responsive Workplace | RP                     |
| 10:00-10:30 am             | Health Break  |                        |
| 10:30 – 12:00 noon         | Continuation of Session 5   | RP                     |
| 12:00 – 1:00 pm            | Lunch Break   |                        |
| 1:00 – 3:00 pm             | Session 6: CODI Process for Deped                                       | RO Legal Unit          |
| 3:00 – 4:00 pm             | Closing Program   |                        |