



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



HRDD-RM-2025-334

05 May 2025

Regional Memorandum

No. 334, s. 2025

**RECONSTITUTION OF THE COMPOSITION OF THE
REGIONAL COMMITTEE ON DECORUM AND
INVESTIGATION (CODI)**

To **Assistant Regional Director**
Functional Division Chiefs, Sections and Unit Head
Schools Division Superintendent
All Others Concerned

1. In reference to Civil Service Commission Memorandum Circular No. 11, s. 2021 titled *Revised Administrative Disciplinary Rules on Sexual Harassment Cases* (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service), and in consonance with the Implementing Rules and Regulations of Republic Act No. 11313 or the *Safe Spaces Act*, all national and local government agencies are mandated to establish a Committee on Decorum and Investigation (CODI).
2. The Regional CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment and gender-based sexual harassment (GBSH) submitted by the Schools Division Offices and personnel of the Regional Office Proper. Sexual harassment and gender-based sexual harassment (GBSH) complaints shall be emailed to codi.calabarzon@deped.gov.ph
3. Hence, pursuant thereto, the Regional CODI is hereby constituted and shall be composed of the following:

Chairperson	Alternate
Loida N. Nidea Assistant Regional Director	Atty. Marianne A. Dilag Attorney III Legal Unit
Co-Chairperson	Alternate
Ann Geralyn T. Pelias Chief Administrative Officer Administrative Services Division	Maria Susana B. Oliveros AO V, Personnel Section Administrative Services Division

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Members	Alternate
Michael Girard R. Alba Chief ES, FTAD	Eugenio S. Adrao EPS, FTAD
Omer P. Licayao Special Investigator III, Legal Unit	Ariel M. Azuelo AO V, PAU
Eduarda M. Zapanta Chief, ESSD	Pear Oliveth S. Intia, MD Medical Officer IV, ESSD
Jisela N. Ulpina OIC Chief, HRDD	Nadina G. Gatón EPS, HRDD
Blessie Angelaine T. Sotomayor ADAS I, PAU	Meliza G. Liporada ADAS III, ORD
Secretariat	Alternate
Colleen Marhey R. Lacuesta EPS II, HRDD	Marivic F. Labay AO II, Personnel Section
Shiela May A. Gubat ADAS I, Legal Unit	Geleen Grace M. Bueno AO II, Personnel Section

4. As stipulated under the 2017 RACCS and IRR of RA 11313 or the Safe Spaces Act, and CSC MC No. 11, s. 2021, the Regional CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment/gender-based sexual harassment (GBSH) from the schools division offices and those committed in the Regional Office Proper;
 - b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
 - c. 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.
5. The members of the Regional CODI shall serve a term of **two (2) years** unless sooner replaced.
6. This Office also requests the Schools Division Offices (SDOs) to submit their reconstituted CODI on or before May 20, 2025, via email at codi.calabarzon@deped.gov.ph
7. Strict compliance with and immediate dissemination of this Memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director