



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

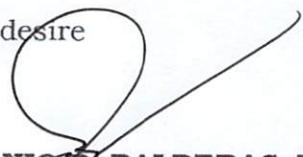
03 March 2026

DIVISION MEMORANDUM
No. 143 s. 2026

**RECONSTITUTION OF DIVISION COMMITTEE ON DECORUM AND
INVESTIGATION (CODI)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **Memorandum OM -OUOPS 2024 -05 -01115 – Guidelines on the Implementation of the Safe Spaces Act in Basic Education** dated February 7, 2024 this Office announces the reconstitution of the Division Committee on Decorum and Investigation (CODI) for FY 2026 to FY 2027.
2. The duties and responsibilities of the committee area as follow:
 - a. Receive complaints of sexual harassment/gender-based sexual harassment (GBSH) from the schools and those committed at the Division 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.
3. Attached is Enclosure 1: Reconstituted Committee on Decorum and Investigation (CODI).
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum OM-OUOPS-2024-05-01115

To be indicated in the Perpetual Index
under the following subjects:

GENDER

LEGAL

RECONSTITUTION

SGOD- reconstitution of division committee of on decorum and investigation
KAE4L-000024/March 3, 2026

Enclosure 1 **Reconstituted Committee on Decorum and Investigation (CODI)**

Chairperson	Alternate
Imelda C. Raymundo Chief Education Supervisor - SGOD	Marife R. Lagar Planning Officer III
Co - Chairperson	Alternate
Maria Corazon A. Borbon Education Program Supervisor	Mildred Z. Galleno Education Program Supervisor
Members	Alternate
Atty. Maria Hannah Perez – Formento Attorney III	Conrado C. Gabarda Administrative Officer V
Edwin R. Rodriguez Chief Education Supervisor - CID	Benjamin A. Millares Administrative Officer V/Budget Officer III
Grasiela L. Hernandez HRMO II	Jeanette M. Buera Records Officer II
John Marfin M. Tabaquero Administrative Assistant III	Kim Harold Cabriga Administrative Assistant III
Mark Bryan Valencia Information Technology Officer I	Montano L. Agudilla Jr. Senior Education Program Specialist
Secretariat	Alternate
La Trisha R. Dalit Education Program Specialist II	Joan Kathleen T. Brizuela Education Program Specialist II
Pierce Aldwin B. Co Legal Assistant	Erison D. Albis Administrative Aide VI