



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

**28 Jan 2026**

**DIVISION MEMORANDUM**

No. **011** , s. 2026

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

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Section and Unit Heads  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
All Others Concerned

1. Per Civil Service Commission (CSC) Resolution No. 2100064 (MC No. 11, S. 2021) dated January 20, 2021, titled “Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules Administrative in the Civil Service)”, the commission resolved to promulgate the following Revised Administrative Disciplinary Rules on Sexual Harassment Cases pursuant to Republic No. 11313 titled safe spaces Ac, which mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency.
2. In compliance thereof, this office hereby recreates a committee on Decorum and Investigation which shall oversee complaints filed related to sexual harassment in the Division. The new Division Committee on Decorum and Investigation shall be composed of the following:

Chairperson: **Atty. Nelyn B. Frinal, CESO VI**  
Schools Division Superintendent

Members:  
**Ma. Shirley M. Cardinal**  
SGOD Chief  
**Irma May G. Dinasas**  
AO V, Administrative Services Section  
**Marlou M. De Arce**  
Education Program Supervisor, CID Representative

**Rehanee P. Sambuto**, SGOD Representative  
Senior Education Program Specialist

**Reynaldo N. Balicaco**



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Master Teacher I, Teachers' Association President

**Ismael R. Villaluz**

Education Program Specialist II, Level II Representative

**Angelie Ann G. Lapodye**

Administrative Assistant III, Level I Representative

**Maejel F. Alimama**

Administrative Assistant III, Secretariat

3. The members of the CODI shall serve a term for two (2) years, unless replaced earlier. Their functions are as follows:
  - a. Receives complaints on sexual harassment;
  - b. Investigate Sexual Harassment Complaints in accordance with prescribed procedures;
  - c. Submit a report of its findings with corresponding recommendation to the disciplining authority for decision; and
  - d. Lead in the conduct of the discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
4. A quorum that should consist of a majority of CODI members shall be required for the transaction of business. However, in rendering or issuing its findings and recommendations, majority of all the CODI members is required, except for the Chairperson, who shall vote only in a case of tie.
5. For inquiries contact, Mr. Roel D. Balbareno at 09773941073.
6. Wide dissemination of this memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

**COMMITTEES**

Roel D. Balbareno/OSDS/DM – reconstitution of sarangani division's committee  
on decorum and investigation (codi)  
0087/January 28, 2026