



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



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