Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

September 07, 2026

DIVISION MEMORANDUM
NO. 510, s. 2026

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

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Unit & Section Heads
All others concerned

1. The Civil Service Commission (CSC) Resolution No. 01-0490 "Rules on Sexual Harassment" mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency. The resolution provides that sexual harassment cases shall be filed with the CODI, which shall be created in all national or local agencies of the government, state colleges and universities including government-owned or controlled corporations with original charters.

2. It also stipulates that in a work-related environment, a CODI shall be composed of at least one (1) representative each from the management, accredited union, if any, the second level employees, and the first level employees, duly selected by the unit concerned. And in compliance with the implementing Rules and Regulations of Republic Act No. 11313 (Safe Spaces Act) dated April 17, 2019, every CODI shall be headed by a woman and not less than half of its members shall be women.

3. Pursuant thereto, the Division CODI is hereby reconstituted and shall be composed of the following:

	Regular Members	Alternate Members
Chairperson	**Arceli S. Lopez, PhD** SGOD Chief	**Celia R. Lacanlale, PhD** CID Chief
Members	**JB B. Manalang** Administrative Officer V	**John Paul B. Pallasigui** ITO I
	Alvaro R. Pabustan Jr. President, ASSERT-Central Luzon, Pampanga Chapter	**Grace P. Feir** Treasurer, ASSERT – Central Luzon, Pampanga Chapter
	Atty. Arnold Adelo P. Obillos Acting NEU President	**Dexter E. Pangilinan** Administrative Officer IV
	Geraldine M. Zamar Administrative Aide VI	**Eisel Morinne M. Cuerdo** Administrative Aide IV

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

4. The CODI shall perform the following functions (Sec. 7, of CSC Resolution No. 01-0490 dated May 21, 2001):

   a. Receive complaints on sexual harassment;
   b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
   c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
   d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

5. Members of the Division CODI shall serve a term of two (2) years unless replaced earlier.

6. All schools are enjoined to establish their own Committee on Decorum and Investigation, and ensure its functionality as stated in Republic Act 11313.

7. Immediate dissemination and compliance with this memorandum is hereby directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

00019611
SEP 07 2026