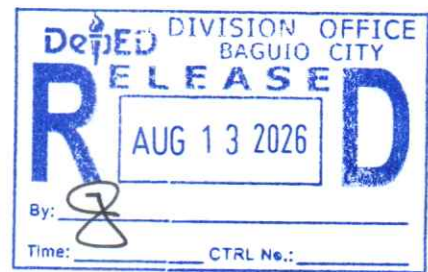




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



12 August 2026

DIVISION MEMORANDUM

No. 515-2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
All Other Concerned

1. Section 16 of the 2025 Rules on Administrative Cases in the Civil Service (2025 RACCS) mandates the creation of the CODI in all national and local agencies of the Government. The CODI shall receive complaints of sexual harassment.
2. The importance of the creation of the CODI that would serve as an independent internal grievance mechanism to address cases involving Gender-Based Sexual Harassment (GBSH) is further directed by Section 33 of the Implementing Rules and Regulations (I.R.R.) of the Republic Act No. 11313, widely known as the Safe Spaces Act.
3. Hence, pursuant thereto, the Division CODI is hereby reconstituted and shall be composed of the following members:

Role	Primary	Alternate
Chairperson	Juliet Sannad	Nora Dalapnas
Co-Chairperson	Nancy Dumalili	Olivia Gomez
Members	Jovelyn Balantin Nieves Ebaño Asuncion Saguid	Lourdes Lomas-e Niño Tibangay Arian Bangse-il
Accredited Union or Association Representative (depending on the Respondent's position/rank) DOSTEA (Elementary School Teachers) BAPSTAFFI (Secondary School Teachers) BCSTE A (Teaching-Related Personnel) BCPSNTEA (Non-Teaching Personnel)	Orden Cayso Alan Litaoen Nixon C. Elahe Belen Tomin	Betty Lingbanan Joyce Jimenes Jayre Rose Guevara Don Jose Tolentino
Secretariat	Legal Unit	



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

4. As provided for under 2025 RACCS and the I.R.R. of R.A. 11313, the Division CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment/GBSH committed in the Division office;
 - b. Investigate sexual harassment/GBSH 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. Lead in the conduct of discussions about sexual harassment/GBSH within the agency or institution to increase understanding and prevent incidents of sexual harassment; and
 - e. Provide assistance to the victim of sexual harassment/GBSH (counseling, referral, etc.) (2025 RACCS).
5. The members of the Division CODI and their alternates shall serve a term of office of not more than two (2) years.
6. Immediate dissemination of this Memorandum to all concerned is earnestly desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent