



Republic of the Philippines  
Department of education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

JAN 13 2026

**DIVISION MEMORANDUM**

No. 080, s. 2026

**COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)  
FOR THE YEAR 2026**

To: Assistant School Division Superintendent  
Chiefs of CID and SGOD  
Public Schools District Supervisors  
Schools Heads of Public and Private Elementary and Secondary Schools  
All Other Concerned

1. Pursuant to the provisions of **DepEd Order No. 40, s. 2012** (Policy and Guidelines on the Protection of Children) and in compliance with Civil Service Commission (CSC) guidelines on the creation of a **Committee on Decorum and Investigation (CODI)**, the following personnel are hereby designated as members of the CODI in this division.

Designation	Name
<b>Chairperson:</b>	<b>MARK ANTHONY J. TAN, Ph.D.</b> OIC – Asst. Schools Division Superintendent
<b>Member</b>	<b>MA. THERESA Q. BINGCANG</b> Chief, SGOD
	<b>ALMA M. MIRASOL</b> Chief, CID
	<b>ATTY. BARBARA ANN TOLENTINO</b> Attorney III
	<b>JOSETTE P. BALANDRA</b> EPS
	<b>RHEA P. BAROBA</b> AO IV – Records OIC – Administrative Services DPAC
	<b>PRINCESS HARNEY C. BASA</b> Project Development Officer I
Division NEU Representative	<b>ARACELI A. CRAUS</b> SREPS – Planning and Research <b>JORDAN T. BELEGANIO</b> EPS – Aral Pan
Sagay Teachers League	<b>BENJIE Z. ROCHAR</b> Master Teacher I
Philippine Elementary School Principals Association (PESPA)	<b>ELIZABETH A. ADRANEDA</b> School Principal II
National Association of Secondary School Heads of the Philippines Inc. ( <b>NASSHPHIL</b> )	<b>JONA A. ESMALLA</b> School Principal II
Secretariat:	<b>MARGEOLINA JOYCE S. ALLERA</b> Legal Assistant I <b>JENNIFER JOY G. DUBLIN</b> Administrative Aide VI

2. A quorum consisting of the majority of members of CODI shall be required for the transaction of business. However, in rendering and issuing its findings and



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3. Whenever a complainant or the respondent is a member of the committee, he or she shall be disqualified from being a member thereof, or the complaint may be filed directly with the Civil Services Commission.
4. The functions of the CODI are as follows:
  - a. Receives complaints of sexual harassment;
  - b. Investigates sexual harassment complaints in accordance with the prescribed procedures;
  - c. Submits a report of findings, with the corresponding recommendation, to the disciplining authority for decision; and
  - d. Lead the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
5. All members are enjoined to perform their duties with utmost integrity, impartiality, and confidentiality.
6. The members of the CODI shall serve for a term of one (1) year unless replaced earlier.
7. Immediate, wide dissemination, and compliance of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent



Enclosure : none  
Reference : as stated  
Allotment : N/A  
No. of Pages : \_\_\_\_\_  
To be indicate in the **Perpetual Index** under the following subjects:  
**EMPLOYEES      GAD**  
FN: rdd/memo/HRMPSB