



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-342**s, 2025

To: Assistant Schools Division Superintendent
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)
Elementary and Secondary School Heads
All concerned
This Division

CREATION OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

1. Pursuant to the Civil Service Commission Memorandum Circular 01-0940 dated May 21, 2021 (CSC-Administrative Disciplinary Rules on Sexual Harassment Cases) and Rule VI Sec. 27 thereof, a Committee on Decorum and Investigation shall be created in all national or local agencies of the government. In compliance therewith; the following is the composition of Committee on Decorum and Investigation (CODI) of the Schools Division of Siargao:

Chairperson: Harem L. Taruc
School Governance and Operations Division Chief

Vice Chair: Jeddah May C. Nangcas
Attorney III

Members: Luz Sandra R. Fernandez
Education Program Supervisor

Isagani D. Calidguid
Planning Officer III
DepEd Siargao NEU Chapter President

Ann Gladys Mae Gonzales
Administrative Assistant III
Senior Bookkeeper

2. The Committee is hereby advised to receive complaints of sexual harassment, to investigate sexual harassment cases and to submit a report of its findings with the corresponding recommendation to the disciplinary authority for decision.



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

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3. This memorandum supersedes all previous issuances relating to the creation of Committee on Decorum and Investigation.
4. For immediate dissemination of this Memorandum is hereby advised.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated

Reference: As stated

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


OSDS/jmcn
10/27/25




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 DepEd Siargao