



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



DIVISION MEMORANDUM

No. 02-061 s, 2026

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

**RECONSTITUTION OF SDO-SIARGAO COMMITTEE ON DECORUM AND
INVESTIGATION (CODI)**

1. In accord with Republic Act No. 7877 otherwise known as the "Anti-Sexual Harassment Act of 1995, Republic Act No. 11313 or the Safe Spaces Act; CSC Memorandum Circular No. 11 s. of 2021 or the Revised Administrative Disciplinary Rules on Sexual Harassment Cases, and other relevant laws and policies, SDO-Siargao Committee on Decorum and Investigation of Sexual Harassment Cases (CODI) is hereby reconstituted to serve as an independent internal grievance mechanism to address cases involving Gender-Based Sexual Harassment (GBSH).
2. Pursuant to this mandate, the Division CODI is hereby reconstituted and shall be composed of the following members:

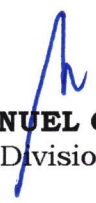
Chairperson
Harem L. Taruc SGOD Chief
Co-Chairperson
Neniel Dumanhog Education Program Supervisor
Members
Glenda R. Dadap GAD Focal
Jeddah May C. Nangcas Attorney III
Judy Ann Marcos ADAS IV

3. Accordingly, the SDO-Siargao CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment;
 - b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
 - c. Recommend appropriate sanctions or corrective measures;
 - d. Submit a report of its findings to the disciplining authority for decision; and



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- e. Lead in the conduct of discussion on sexual harassment to spread awareness and prevent incidents of sexual harassment in the institution.
4. The members of the SDO-Siargao CODI and their alternates shall serve a term of two (2) years unless earlier replaced.
5. Immediate dissemination of this Memorandum is hereby advised.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: None

Reference: As stated

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

COMMITTEE

COMPLAINTS

INVESTIGATION

OSDS/jmcn
02/18/2026