Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
Release Number: 2026-729
Date: 19 NOV 2026 Time: 8:24a
By:

November 18, 2026

DIVISION MEMORANDUM
OSDS-PS No. 254 s. 2026

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

To: OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Division
Education Program Supervisors
Public School District Supervisors / Principals In-charge
Public Elementary and Secondary School Administrators
Teaching and Nonteaching Personnel
All others concerned

1. Pursuant to Section 17, Rule 3 of the 2025 rules on Administrative Cases in the Civil Service (2025 RACCS) which states that the Committee on Decorum and Investigation (CODI) shall be created in all national or local agencies of the government, state/local colleges, and universities, including government-owned and controlled corporation with original charters, this office reconstitutes the Division Committee on Decorum and Investigation in order to properly observe Due Process in the imposition of the disciplinary action to erring officials and employees in this division.

2. The said Rule also states that in work-related environment, a CODI shall be composed of at least one (1) representative each from the management, the accredited unio, if any, the second level employees, and the first level employees, duly selected by the unit concerned.

3. Thus, the Division CODI shall be composed of the following:

Chairperson, Management Level	: Mohalidin M. Suaeb OIC-Assistant Schools Division Superintendent
Alternate	: Atty. Sheena P. Bawe Attorney III
Second Level	: Ismael M. Ambalgan CID Chief
Alternate	: Sadat T. Sinolinding OIC-SGOD Chief

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Union Representative	: Melvin P. Fortuna Administrative Officer V / NEU Acting-President
Alternate	: Nida P. Claudio Administrative Officer V (Budget)/ NEU Member
First Level	: Ella Mae P. Fortuna Administrative Assistant III
Alternate	: Rowena L. Agner Administrative Assistant III

4. A quorum consisting of a majority of CODI shall be required for the transaction of business. However, in rendering or issuing its findings and is required, except the recommendation, a majority of the CODI members is required, except the Chairman who shall vote only in case of a tie.

5. All schools are likewise directed to reconstitute the CODI at their level. A copy of the composition shall be submitted to the Division Office through the Administrative Section.

6. The function of the Division CODI are the following:
   a. Receive complaints of sexual harassment;
   b. Investigate sexual harassment complaints in accordance with the prescribed procedures;
   c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
   d. Lead the conduct of discussion about sexual harassment

7. Immediate Dissemination of and strict compliance with this Memorandum are directed.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: N/A
Reference: As stated
To be indicated in the Perpetual Index under the following subjects

DECORUM DIVISION INVESTIGATION RECONSTITUTION

RLA/OSDS-PS/DM- Reconstitution of the Division Committee on Decorum and Investigation / November 18, 2026