



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF IMUS CITY

21 Nov 2025

DIVISION MEMORANDUM

No. 729, s. 2025

RECONSTITUTION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: OIC-Assistant Schools Division Superintendent
 OIC-CID Chief Education Supervisor
 OIC-SGOD Chief Education Supervisor
 School Heads/OICs (Public Elementary and Secondary Schools)
 All Others Concerned

1. Pursuant to Section 14 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), this Office informs the field of the composition of the Committee on Decorum and Investigation (CODI) of the Schools Division Office of Imus City. The composition is as follows:

Designation	Name and Position Title	Alternate
Chairperson	Atty. Mario T. Tamondong Jr. Attorney III	Glenda DS. Catadman OIC-Assistant Schools Division Superintendent
Second Level Representative	Ivan Honorpette A. Mijares OIC-Chief Education Supervisor, SGOD	Ronnie B. Yohan Administrative Officer V
Employee Union	Josephus Perseus B. Banaag Administrative Officer IV Vice President, DepEd NEU Imus City Chapter	Marciano V. Valles OIC-Chief Education Supervisor, CID Member, DepEd NEU Imus City Chapter
First Level Representative	Reanne Kaye C. Rosas Legal Assistant I	Marvin S. Valles Administrative Assistant III

2. As provided under the 2017 RACCS, the Division CODI shall perform the following functions:

- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment 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; and



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- d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
3. The members of the Division CODI and their alternates shall serve a term of two (2) years unless earlier replaced.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.20
18:36:33 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

COMMITTEES

sgod/ncm/November 19, 2025