



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 647, s. 2018

August 1, 2018

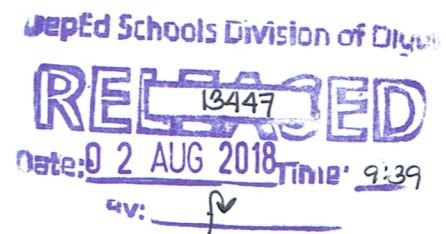
COMMITTEE ON DECORUM AND INVESTIGATION

To: **MELANIE P. ESTACIO, PhD, CESE.** – OIC-ASDS - **Chairperson**
BEVERLY S. DAUGDAUG, Ed. D. – CES (CID) – **Member**
SOLLIE B. OLIVER, MATE, LLB. – CES (SGOD) – **Member**
FRANCIS JUDE D. ALCOMENDRAS – AOV – **Member**
ALELI M. CHIONG, RN, MPA – HRMO - **Member**
ROSARIO B. DIAMANTE – AO IV – DepEd National Employee's Union President – **Member**
MARILYN T. PAVINO – Teacher I – Alliance of Concerned Teachers President – **Member**
GUY R. MARA-ASIN – Administrative Assistant III – First Level Representative – **Member**

1. In the exigency of the service, you are hereby constituted as the members of the Committee on Decorum and Investigation pursuant to Rule VI of Resolution No. 01-0940 issued on May 21, 2001 by the Civil Service Commission known as the "**ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES**", effective immediately.
2. As members of the Committee you shall perform the following duties and functions, to wit:
 - i. Receive complaints of sexual harassment;
 - ii. Investigate sexual harassment complaints in accordance with the prescribed procedure;
 - iii. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
 - iv. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
3. For information, guidance and compliance.


WINNIE E. BATOON, Ed. D.
Officer in Charge

Office of the Schools Division Superintendent



Encls: as stated
References: Resolution No. 01-0940 issued on May 21, 2001
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: COMMITTEE ON DECORUM AND INVESTIGATION

admin5: Committee on Decorum and Investigation of the Schools Division of Digos City
1 August 2018