



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



August 8, 2014

**DIVISION MEMORANDUM**

No. 245

s. 2014

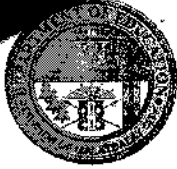
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DepEd MALAYBALAY CITY DIVISION  
RELEASED  
Date: 8/12/14 Time: 1:27  
[Signature]

**TO : Public Schools District Supervisors  
Secondary Schools  
Education Program Supervisors/District Stewards  
Division Coordinators/District Stewards**

*[Signature]*  
**FROM : EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

**RE : Submission of the District and Secondary Schools Committee on Decorum  
and Investigation Membership**

1. Pursuant to the herein DepEd Memorandum No. 3, s. 2002 *re: Administrative Disciplinary Rules on Sexual Harassment Cases in the Civil Service* and DepEd Memorandum No. 288, s. 2004 *re: Promulgating Rules and regulations in Investigating Sexual Harassment Cases*, this Office is hereby required to constitute a Committee on Decorum and Investigation (CODI) membership on sexual harassment.
2. As stated, this Office reiterates the CODI membership with the following composition:
  - 1) Management representative – District/Division Supervisor
  - 2) Accredited Union
  - 3) 2<sup>nd</sup> Level representative (in the absence of accredited union)
  - 4) 1<sup>st</sup> Level representative (in the absence of accredited union)
3. As such, you are hereby directed to submit a copy of the Memorandum/Designation Order constituting the Committee on Decorum and Investigation (CODI) on Sexual Harassment Cases in your district and secondary schools to the Office of Schools Division Superintendent Attention: Administrative Officer on or before August 15, 2014.



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4. The Districts and Secondary Schools are also directed to designate a secretariat who shall extend secretariat services to the Committee.
  
7. The Committee shall function in accordance with the procedures set forth in the above-mentioned DepEd Memorandum. It shall also conduct a continuing information dissemination drive on the Grievance Machinery to their co-employees.
  
8. For compliance.

Encl.:

As stated

Copy furnished:

Records Section

AO File

**TO BE POSTED IN THE WEBSITE**



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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Maruloc Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

Direct Line: 687-41-46  
Fax No.: 636-48-79  
Trunk Line: 632-13-61 locals 2004  
2106

**JAN 02 2002**

DepEd MEMORANDUM  
No. 3, s. 2002

**ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL  
HARASSMENT CASES IN THE CIVIL SERVICE**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions

1. For the information and guidance of all concerned, enclosed is a copy of CSC Memorandum Circular No. 17, s. 2001 dated July 23, 2001, entitled "Administrative Disciplinary Rules on Sexual Harassment Cases in the Civil Service."
2. Likewise, CSC Resolution No. 01-0940 dated May 21, 2001, which defines the administrative offense of sexual harassment and prescribes the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector, is enclosed.
3. Immediate dissemination of this Memorandum is desired.

*R. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary

**Encs.:**

**As stated**

**Reference:**

**None**

**Allotment: 1--(D.O. 50-97)**

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

**EMPLOYEES  
OFFICIALS  
RULES & REGULATIONS**



Serbisyo Sibil: Isang Daang Taong Paglilingkod

M. C. No. 17 s. 2001

**MEMORANDUM CIRCULAR**

- TO: ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, AND ALL CIVIL SERVICE OFFICIALS AND EMPLOYEES**
- SUBJECT: ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES IN THE CIVIL SERVICE**

The Commission in CSC Resolution No. 01-0940 dated May 21, 2001 promulgated the "Administrative Disciplinary Rules on Sexual Harassment Cases". It defines the administrative offense of sexual harassment and prescribes the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector.

CSC Resolution No. 01-0940 was published on July 20, 2001 in the Philippine Daily Inquirer and pursuant to Section 68 of the Rules, it will take effect fifteen (15) days after its publication in a newspaper of general circulation, hence on August 5, 2001.

In connection therewith, all concerned are reminded that under Section 58 of the Rules, all agencies of the government shall promulgate or modify their rules and regulations in conformity with CSC Resolution No. 01-0940, in consultation with their employees, within six (6) months from the effectivity of said Resolution and those who fail to do so shall be charged with Neglect of Duty.

Further, all agencies of the government are also reminded of their duty to submit their rules and regulations on sexual harassment cases to the Commission within one (1) month from the date of their promulgation. However, in case there is a complaint alleging acts constituting sexual harassment during the period the agency is still in the process of promulgation or modifying its own rules and regulations, the case shall be administratively prosecuted, resolved and adjudicated based on Resolution No. 01-0940.

For strict compliance.

Quezon City, July 23, 2001.



**KARINA CONSTANTINO-DAVID**  
Chairperson

July 23, 2001  
OLA  
FPG/esd



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City



Trunkline : 832-1361  
Fax: 633-7231  
DEText: 0919-4580027  
Website: <http://www.deped.gov.ph>


JUL 06 2004

DepED MEMORANDUM  
No. 288, s. 2004

**PROMULGATING RULES AND REGULATIONS IN INVESTIGATING SEXUAL  
HARASSMENT CASES**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum of Agreement (MOA) signed between the Civil Service Commission (CSC) and the Department of Education (DepED) which is self-explanatory.
2. Immediate and wide dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Encl.: As stated

Reference: DepED Memorandum: No. 3, s. 2002

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES  
OFFICIALS  
RULES & REGULATIONS

**MEMORANDUM OF AGREEMENT BETWEEN THE  
CIVIL SERVICE COMMISSION AND  
DEPARTMENT OF EDUCATION**

This Memorandum of Agreement, executed by and between:

**CIVIL SERVICE COMMISSION**, a government agency, created and existing under Philippine laws, with office at Batasan Hills, Quezon City, represented by Chairperson **KARINA CONSTANTINO-DAVID**, hereinafter called the 'CSC'

- AND -

**DEPARTMENT OF EDUCATION**, a government agency, created and existing under Philippine laws with office at Pasig City represented by Secretary **EDILBERTO C. DE JESUS**, hereinafter called the "DepEd."

WITNESSED: THAT

WHEREAS, Republic Act 7877 mandates every employer or head of agency in the private and public sectors to create the Committee on Decorum and Investigation (CODI) and to promulgate rules and regulations prescribing the procedure for investigation of Sexual Harassment Cases;

WHEREAS, cognizant of the critical issue on sexual harassment, the CSC as the central personnel agency of the government is responsible for rendering technical assistance, monitoring compliance with the law and rules, and taking the lead role in the promotion of human resource development intervention and prevention of sexual harassment in the bureaucracy;

LED



WHEREAS, DepEd, as the largest employer agency in the government sector envisions to develop a highly competent, civic-spirited, life skilled and God-loving Filipino youth who actively participate in and contribute towards the building of a humane, healthy and productive society.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the terms and conditions hereinafter set forth, the above parties, hereby mutually agree as follows:

CSC

1. Each Civil Service Commission Regional Office shall conduct at least one (1) Anti-Sexual Harassment Training Seminar for DepEd CODI members within their respective territorial jurisdiction from June to August 2004, except for CSC-National Capital Region, CSC-Regional Office No. 4 and CSC Regional Office No. 6 which shall conduct more than one (1) seminar, as they have the most number of DepEd District Offices;
2. The CSCROs shall forward the consolidated report on the echo seminars conducted by DepEd to the central office within fifteen (15) days from receipt of said report;
3. The CSC-Field Offices shall monitor the conduct of the Echo Seminars and the group discussions to increase understanding and prevent incidents of SH in their respective areas of jurisdiction;

4. The CSC shall provide each of the participants with Popular Education Materials and Training Kit which contains:
  - a. Manual on Fighting Sexual Harassment
  - b. Participants' Manual

**DepEd**

1. The DepEd shall authorize attendance on official business of the constituted CODI members from the District, Division, Regional and/or Central Office in the training to be conducted by the concerned CSCRO;

The authority shall include the conduct of echo seminars within their respective areas of jurisdiction within six (6) months from the CSC conducted training.

2. DepEd shall take charge of the food and venue;
3. Each DepEd Regional Office shall submit the following to the CSCRO:
  1. Consolidated Report on the Echo Seminars conducted by the District and Division Offices fifteen (15) days after the last seminar;
  2. Quarterly report on SHI cases filed within their respective areas of jurisdiction.

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4. The DepEd shall inform the CSCRO concerned of the following information on CODI membership per District, Division and Regional Office;

- 1. Management representative - District/Division supervisor
  - 2. Accredited Union
  - 3. 2<sup>nd</sup> level representative )
  - 4. 1<sup>st</sup> level representative )
- ) in the absence of accredited union

IN WITNESS WHEREOF, the parties affix their signatures this 12<sup>th</sup> day of May 2004, Quezon City, Philippines.

CIVIL SERVICE COMMISSION

By:

  
**KARINA CONSTANTINO-DAVID**  
 Chairperson

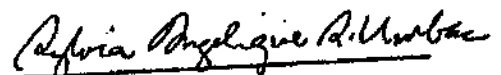
DEPARTMENT OF EDUCATION

By:

  
**EDILBERTO C. DE JESUS**  
 Secretary

Signed in the presence of





x-----x

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES ]  
QUEZON CITY ] S.S.

BEFORE ME, a Notary Public, for and in the City of Quezon, personally  
appeared:

Name	RC#	Issued At	Issued On
KARINA CONSTANTINO-DAVID	<u>23197071</u>	<u>Quezon City</u>	<u>3 Feb. 2004</u>
EDILBERTO C. DE JESUS	<u>22258329</u>	<u>Pasig City</u>	<u>16 Jan. 2004</u>

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is true and voluntary act and deed as well as that of the agency they represent.

This instrument referring to the Memorandum of Agreement between the Civil Service Commission and the Department of Education contains five (5) pages including this page and has been signed on each and every page by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL, this 12th day of May, 2004  
at Quezon City.

NOTARY PUBLIC

Doc. No. 429  
Page No. 86  
Book No. 11

*Madeleen*  
MA EVELINA A. DE VERA