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
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.
Office of the Schools Division Superintendent

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