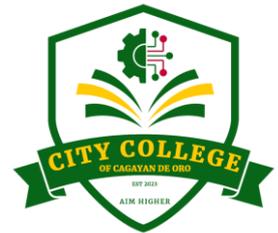




Republic of the Philippines  
City of Cagayan de Oro  
**CITY COLLEGE OF CAGAYAN DE ORO**  
**Office of the President**



**MEMORANDUM**

**REFERENCE NO. OPS – 2025 – 26**

**TO : ALL CITY COLLEGE PERSONNEL**  
**SUBJECT : ESTABLISHMENT OF THE CITY COLLEGE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**  
**DATE : 4 April 2025**

Pursuant to the Civil Service Commission Resolution No. 2100064 and under Section 11 of the CCCDO Faculty and Administrative Manual, the Committee on Decorum and Investigation (CODI) is hereby constituted to handle sexual harassment complaints and ensure that administrative due process is observed. The committee shall play a crucial role in maintaining a safe and respectful workplace for all employees and students.

**Composition of the Committee:**

The CODI will consist of the following officials:

- 1. Chairperson: Dr. Ma. Aira Chenessa B. Aguilar, LPT**  
Vice-President for Academic Affairs
- 2. Vice-Chairperson: Dr. Mark Raymond S. Tan**  
Vice President, Student Affairs and Services
- 3. Secretariat: Ms. Rio Hillary Dalman**  
Director, Human Resource Management Office
- 4. Members:**  
**Dr. Jean T. Loquillano**  
Director, Center for Human Rights Education  
**Ms. Faith Q. Colarte, RGC**  
Director, Student Welfare Services  
**Ms. Herna Francis Mae B. Tano, MM**  
Gender and Development Focal Person  
**Mx. Joshua T. Mangila**  
President, Central Student Government

**AIM HIGHER**





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### **Responsibilities:**

The CODI shall perform the following functions:

1. Receive complaints for offenses covered by these Guidelines;
2. Investigate complaints for offenses covered by these Guidelines, including preliminary investigation following the prescribed procedure;
3. Observe, at all times, due process in the conduct of investigation;
4. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case, and submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
5. Ensure the protection of a complainant from retaliation without causing him/her any disadvantage, diminution of benefits or displacement and without compromising his/her security of tenure;
6. Guarantee gender-sensitive handling of cases and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
7. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;
8. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses, and;
9. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs.

For your guidance and compliance.

  
**DR. JESTONI P. BABIA**  
President III

**AIM HIGHER**



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