



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**REGIONAL OFFICE XI**  
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**MEMORANDUM FROM THE OFFICE OF THE REGIONAL DIRECTOR**  
No. 085, Series of 2022

**FOR : ALL PRESIDENTS/HEADS**

**ATTN : GAD FOCAL PERSON AND CODI CHAIR/MEMBER**

**SUBJECT : CONSTITUTION OF THE COMMITTEE ON DECORUM (CODI) IN ALL HIGHER EDUCATION INSTITUTIONS, AND THE INTEGRATION OF SALIENT FEATURES OF RA 11313 OR THE "SAFE SPACE ACT" IN THE STUDENT HANDBOOK AND FACULTY MANUAL**

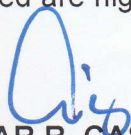
**DATE : June 20, 2022**

In accordance with the pertinent provisions of Republic Act No. 7722, and implementation of the CHED Memorandum Order (CMO) No. 1 series 2015 entitled "Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs), as well as Republic Act (RA) 11313 which need to be implemented by all Public and Private HEIs, this Office reiterates the following:

- a. **Section 21 of the RA 11313**, states that "All schools, whether public or private, shall designate an officer-in-charge to receive complaints regarding violations of this Act, and shall ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims' needs and conducive to truth-telling." Hence, the creation of the Committee on Decorum and Investigation (CODI) of all HEIs is required and shall address gender-based sexual harassment and online sexual harassment in accordance with the rules and procedures contained in their CODI manual.
- b. **Section 22 of RA 11313**, states that the institution shall designate a woman as the head of CODI and not less than half of its members should be women.

In light of these, the integration of salient features and the corresponding sanctions of the RA 11313 in the Student Handbook and Personnel/Faculty Manual is necessary. Further, all HEIs shall educate students about the provisions of this Act and how they can report cases of gender-based streets, public spaces and online sexual harassment committed against them.

The support and participation of all concerned are highly appreciated.

  
**MARICAR R. CASQUEJO, PhD, CESO III**  
Director IV

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