



# TECHNICAL EXCELLENCE ACADEMY OF MOTORMATE

BRGY.37., QUIRINO-HAYES STS. CAGAYAN DE ORO CITY

(088)857-1488 09268951560

CTPR no. 20171043ALTMSE215102



**TO : MIRALUNA N. BAJE-LOPEZ**  
TESDA Provincial Director  
MISAMIS ORIENTAL

**FROM : TECHNICAL EXCELLENCE ACADEMY OF MOTORMATE**

**SUBJECT : COMMITTEE ON DECORUM AND INVESTIGATION**

**DATE : April 6, 2020**

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Good day Ma'am,

In compliance with the Memorandum No. 46 on the establishment of Committee on Decorum and Investigation (CODI) the Technical Excellence Academy of Motormate hereby officially organized its official CODI group:

Chairperson	Izah Mae A. Saluntao
Vice Chairperson	Chenny Maestrado
Members	Joy Osa
	Gepsy Galapin
	Ellyn Loregas
	Jephone Cabanez
	Dominador Cabsag Jr.

As such they will perform the following duties and functions:

1. Receive complaints such as unlawful practices and Sexual Harassments within the Training institution.
2. Investigate complaints in accordance with the prescribed procedures.
3. Submit reports of its findings with the corresponding recommendations to the disciplining authority for decision.
4. Lead in the conduct of discussion about the harassment and other related offenses within the Training Institution to increase the understanding of and prevent incidents of sexual harassment.

Our institution is asking for the utmost consideration from your office for the delayed submission due to the current situation our community is now facing. Hopi ng for your consideration.

Sincerely yours,

**DALE BRYAN A. CATIPAY**  
TEAM – School Director