



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region III
 DIVISION OF CITY SCHOOLS
 City of San Jose del Monte

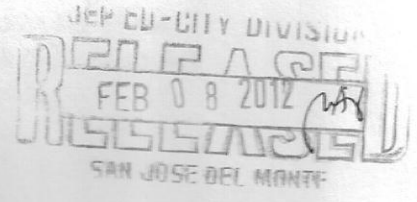


Email address: sanjosedelmonte@deped.gov.ph/deped_csjdm@yahoo.com
 Telefax Nos. (044) 691-5830/691-6863 + Tel. No. (044) 815-2815

February 8, 2012

DIVISION MEMORANDUM

No. 28, s. 2012



To: All Education Supervisors / Coordinators
 All Public Schools District Supervisors
 All Elementary School Principals / OICs
 All Secondary School Principals / OICs
 All Administrative Staff

DIVISION COMMITTEES

1. Pursuant to existing rules and regulation of DepEd CSC and other agencies concerning the speedy delivery of services and to expedite the needs of all the clientele, herewith are the composition of the different division committees effective February 13, 2012, to wit:

I. Personnel Selection Board (PSB)

Chairman: Dr. Sol L. Cariaga
Members: Ms. Cynthia V. Berdos
 Mrs. Dolores M. Lavilla (East)*
 Ms. Elvira P. Villano (West)*
 Ms. Violeta Y. de Leon (PSSPA)*
 Mr. Valentin F. de Leon (PESPA)*
 Mrs. Ma. Jima T. Cadiz
 Mr. Senen B. Jane

Basis

DepEd Order No. 29, s. 2002
 Merit Selection Plan of DepEd

II. Division Investigating Committee

Chairman: Dr. Sol L. Cariaga
Members: Ms. Cynthia V. Berdos
 Mrs. Dolores M. Lavilla
 Ms. Violeta Y. de Leon
 Mr. Senen B. Jane

Republic Act (RA) No. 4670
 Magna Carta of Public School Teachers
 DepEd Order No. 49, s. 2006
 Revised Rules of Procedures of the Department of Education in Administrative Case

III. Division Performance Appraisal Rating Committee

Chairman: Dr. Sol L. Cariaga
Members: Ms. Cynthia V. Berdos
 Ms. Elvira P. Villano
 Ms. Violeta Y. de Leon
 Mrs. Ma. Jima T. Cadiz

Civil Service Commission (CSC) Memorandum Circular No. 13, s. 1999

IV. Division Grievance Committee

Chairman: Dr. Sol L. Cariaga
Members: Ms. Violeta Y. de Leon (PSSPA)*
 Mrs. Dolores M. Lavilla (East)*
 Ms. Elvira P. Villano (West)*
 Mr. Valentin F. de Leon (PESPA)*
 Mrs. Ma. Jima T. Cadiz (Non-teaching)*
 Mr. Senen B. Jane

DepEd Order No. 35, s. 2004
 Revision of Grievance Machinery of DepEd

V. Calamity, Disaster and Fire Control Group

Chairman: Mr. Ramon S. Lacanilao
Vice-Chairman: Mrs. Ma. Jima T. Cadiz
Members: Mr. Renato L. Ignacio
Ms. Pacita T. Cabanalan
Mr. Marlon P. Daclis
Mr. Orlando D. Gonzales
Mr. Ananias P. Diccican
Mr. Manuel P. dela Cruz
Mrs. Rebecca R. Zamora
Mr. Dennis P. Garcia

Basis
DepEd Order No. 25, s. 2005
Reviving the DepEd Calamity
Disaster and Fire (CDFC) Group

VI. Bids and Awards Committee (BAC)

Chairman: Dr. Sol L. Cariaga
Vice-Chairman: Ms. Cynthia V. Berdos
Members: Mr. Ramon S. Lacanilao
Mrs. Ma. Jima T. Cadiz
Mrs. Jennifer E. Quinto
Provisional Member: Ms. Pacita T. Cabanalan
Provisional Member: Mr. Marlon P. Daclis
**Secretariat:* Mr. Dennis P. Garcia
Member: Mr. John Herbert P. Villano
**Technical Working Group:* Ms. Kristine Joy P. Daluz
Member: Mr. Orlando D. Gonzales
**Inspection Committee:* Mrs. Rebecca R. Zamora
Member: Mrs. Ma. Socorro M. de Guzman
End User: (Requesting Party)

Republic Act No. 9184
Procurement Reform Act

VII. Committee for Registry of Qualified Applicants

Elementary

Chairman: Ms. Cynthia V. Berdos
Member: Mr. Sofronio P. Macawile
Mrs. Rebecca R. Zamora
Mrs. Jennifer E. Quinto
Mr. Valentin F. de Leon
Mrs. Ma. Jima T. Cadiz

DepEd Order No. 20, s. 2009
Revised Hiring Guidelines for
Teacher I Position for
Elementary & Secondary Schools

Secretariat:

Secondary

Chairman: Dr. Sol L. Cariaga
Member: Ms. Pacita T. Cabanalan
Mr. Ramon S. Lacanilao
Ms. Violeta Y. de Leon
Mr. Senen B. Jane
Mr. Manuel P. dela Cruz

Secretariat:

VIII. Committee on Program on Awards and Incentives for Service Excellence (Praise)

Chairman: Dr. Sol L. Cariaga
Members: Mr. Manuel P. dela Cruz
Ms. Kristine Joy P. Daluz
Mr. Sofronio P. Macawile
Mrs. Ma. Jima T. Cadiz
Mrs. Esperanza D. Cruz

Civil Service Commission
CSC Resolution No. 01-0112,
and CSC MC No. 01, s. 2001

IX. Committee on Decorum and Investigation of Sexual Harassment Cases

Chairman: Dr. Sol L. Cariaga
Members: Mr. Manuel P. dela Cruz
Mrs. Jennifer E. Quinto
Mr. Sofronio P. Macawile
Mrs. Ma. Jima T. Cadiz

Civil Service Commission
CSC Resolution No. 01-0940,
s. 2001

2. For your information.

** (To sit if the ranking / grievance is about their level)*


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent