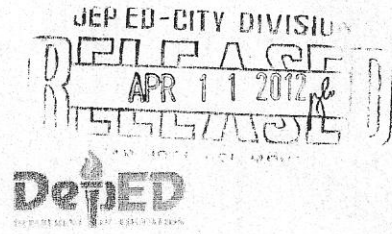




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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March 19, 2012

**DIVISION MEMORANDUM**

No. 69, 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**

- 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 March 19, 2012, to wit:

**I. Personnel Selection Board (PSB)**

**Basis**

<i>Chairman:</i>	Dr. Leonardo D. Zapanta	
<i>Members:</i>	Ms. Cynthia V. Berdos	DepEd Order No. 29, s. 2002
	Mrs. Ma. Jima T. Cadiz	Merit Selection Plan of DepEd
	Mr. Manuel P. Dela Cruz	
	Mrs. Wilma M. Aquino (PSTEA)	
	Mrs. Dolores M. Lavilla (East District)*	
	Ms. Elvira P. Villano (West District)*	
	Ms. Violeta Y. De Leon (PSSPA)*	
	Mr. Valentin F. De Leon (PESPA)*	
	Head of the School where vacancy exists (secondary)*	

**II. Division Investigating Committee**

<i>Chairman:</i>	Dr. Leonardo D. Zapanta	Republic Act (RA) No. 4670
<i>Members:</i>	Ms. Cynthia V. Berdos	Magna Carta of Public School Teachers
	Mr. Senen B. Jane	DepEd Order No. 49, s. 2006
	Mrs. Wilma M. Aquino (PSTEA)	Revised Rules of Procedures of the Dept. of Education
	Mrs. Dolores M. Lavilla (Elementary)	Administrative Case
	Ms. Violeta Y. De Leon (Secondary)*	
	Mrs. Ma. Jima T. Cadiz (Non-teaching)*	

**III. Division Performance Appraisal Rating Committee**

<i>Chairman:</i>	Dr. Leonardo D. Zapanta	Civil Service Commission
<i>Members:</i>	Ms. Cynthia V. Berdos	(CSC) Memorandum Circular
	Ms. Elvira P. Villano	No. 13, s. 1999
	Ms. Violeta Y. de Leon	
	Mrs. Ma. Jima T. Cadiz	

*[Handwritten mark]*

#### IV. Division Grievance Committee

*Chairman:* Dr. Leonardo D. Zapanta DepEd Order No. 35, s. 2004  
*Members:* Mrs. Esperanza D. Cruz Revision of Grievance  
Mr. Senen B. Jane Machinery of DepEd  
Mrs. Wilma M. Aquino (PSTE A)  
Mrs. Dolores M Lavilla (East District)\*  
Mrs. Elvira P. Villano (West District)\*  
Mr. Valentin F. De Leon (PESPA)\*  
Ms. Violeta Y. De Leon (PSSPA)\*  
Mrs. Ma. Jima T. Cadiz (Non-teaching)\*

#### V. Calamity, Disaster and Fire Control Group

#### *Basis*

*Chairman:* Dr. Ramon S. Lacanilao DepEd Order No. 25, s. 2005  
*Vice-Chairman:* Mrs. Ma. Jima T. Cadiz Reviving the DepEd Calamity  
*Members:* Mr. Renato L. Ignacio Disaster and Fire (CDFC) Group  
Ms. Pacita T. Cabanalan  
Mr. Marlon P. Daclis  
Mr. Orlando D. Gonzales  
Mr. Ananias P. Dicdican  
Mr. Manuel P. dela Cruz  
Mrs. Corazon G. Ignacio  
Mr. Dennis P. Garcia

#### VI. Bids and Awards Committee (BAC)

*Chairman:* Dr. Leonardo D. Zapanta Republic Act No. 9184  
*Vice-Chairman:* Ms. Cynthia V. Berdos Procurement Reform Act  
*Members:* Dr. 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:* Ms. Mary Lalaine Rachel P. Talagtag  
*\*Technical Working Group:* Ms. Kristine Joy P. Daluz  
*Member:* Mr. Orlando D. Gonzales  
*\*Inspection Committee:* Mrs. Corazon G. Ignacio  
*Member:* Mr. Renato L. Ignacio  
*End User:* (Requesting Party)

#### VII. Committee for Registry of Qualified Applicants Elementary

*Chairman:* Ms. Cynthia V. Berdos DepEd Order No. 20, s. 2009  
*Member:* Mrs. Corazon G. Ignacio Revised Hiring Guidelines for  
Mrs. Ma. Corazon P. Loja Teacher I Position for  
Mr. Valentin F. De Leon Elementary & Secondary Schools  
Mr. Senen B. Jane  
*Secretariat:* Mrs. Ma. Jima T. Cadiz  
  
*Secondary  
Chairman:* Dr. Leonardo D. Zapanta  
*Member:* Dr. Levy M. Avanceña  
Mr. Ananias P. Dicdican  
Ms. Violeta Y. De Leon  
Mrs. Wilma M. Aquino  
*Secretarial:* Mr. Manuel P. Dela Cruz

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

Chairman: Dr. Leonardo D. Zapanta  
Members: Mrs. Ma. Jima T. Cadiz  
Mrs. Esperanza D. Cruz  
Ms. Kristine Joy P. Daluz  
Ms. Wilma M. Aquino  
Mr. Manuel P. dela Cruz

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

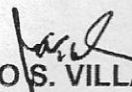
IX. Committee on Decorum and Investigation of Sexual Harassment Cases

Chairman: Dr. Leonardo D. Zapanta  
Members: Mr. Manuel P. dela Cruz  
Mrs. Jennifer E. Quinto  
Mrs. Wilma M. Aquino  
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 / jurisdiction )

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