



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax:

January 10, 2018

DIVISION MEMORANDUM

No. 14 s. 2018

To: **Asst. Schools Division Superintendent**
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

2018 DIVISION COMMITTEES

- I. Pursuant to existing rules and regulations of the Department of Education, Civil Service Commission, and other agencies-concerned with speedy delivery of services and to expedite the needs of all clientele, the following committees are hereby created effective immediately, to wit:

BIDS AND AWARDS COMMITTEE

BASIS

Chair Dr. Maria Carmen P. Cuenco
Vice-Chair Dr. Rolando T. Sotelo
Members Ms. Ma. Jima T. Cadiz
 Ms. Ruby M. Cagadas
 Mr. Manuel P. Dela Cruz
Alternate Members:
 Mr. Darlan R. Grageda
 Mr. Renato L. Ignacio
TWG Ms. Kristine Joy D. Quezada
 Mr. Orlando D. Gonzales
Inspection Engr. Isaac Jay B. Salinas
 Ms. Robesa R. Hilario
Secretariat Mr. Dennis P. Garcia
Provisional Members:
End User

Procurement Reform Act
DepEd Order No. 74, s. 2016
2016 Revised Implementing Rules
and Regulations of Republic Act
No. 9184

PERSONNEL SELECTION BOARD

Chair Dr. Maria Carmen P. Cuenco
 Members Ms. Ma. Theresa M. Roxas
 Ms. Ma. Jima T. Cadiz
 Mr. Raul G. Panimbatan
 For SDO Mr. Orlando D. Gonzales (OSDS)
 Dr. Rolando D. Sotelo (CID)
 SGOD Chief
 For Principal Engr. Danilo A Casas (Secondary)
 Ms. Lourdes A. Solomon (Elementary)
 For all other school items School Head

BASIS

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

DepEd Order No. 66, s. 2007
 Revised Guidelines on the
 Appointment & promotion of
 other Teaching, Teaching-
 Related and Non-teaching
 Positions

FORMAL INVESTIGATION COMMITTEE

Chair Dr. Maria Carmen P. Cuenco
 Members Mr. Raul G. Panimbatan
 Mr. Senen B. Jane

BASIS

DepEd Order No. 49, s. 2006
 Revised Rules and Procedures of
 the DepEd in Administrative Cases

GRIEVANCE COMMITTEE

Chair Dr. Maria Carmen P. Cuenco
 Members Mr. Raul G. Panimbatan
 District Supervisor of the district
 where the grievance originated

BASIS

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

CHILD PROTECTION COMMITTEE

Chair SDS Gemelina H. Pascual
 Vice-Chair Dr. Maria Carmen P. Cuenco
 Members Dr. Rolando T. Sotelo
 Ms. Maria Cristina H. Nogoy
 Ms. Ma. Jima T. Cadiz

BASIS

DepEd Child Protection
 Policy

R.A. 10627

COMMITTEE ON DECORUM & INVESTIGATION OF SEXUAL HARASSMENT CASES

Chair SDS Gemelina H. Pascual
 Members Dr. Rolando T. Sotelo
 SGOD Chief
 Ms. Ma. Jima T. Cadiz
 Ms. Janette D. Sta. Maria

BASIS

DepEd Memorandum No. 288,
 s. 2004
 Promulgating Rules & Regulations
 Investigating Sexual Harassment
 Cases

PROGRAM ON AWARDS & INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE

Chair Dr. Maria Carmen P. Cuenco
 Members Ms. Kristine Joy D. Quezada
 Ms. Ma. Jima T. Cadiz
 Dr. Rolando T. Sotelo
 Mr. Raul G. Panimbatan

BASIS

DepEd Order No. 78, s. 2007
 Strengthening the Program on
 Awards and Incentives for
 Service Excellence (PRAISE) of
 DepEd

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DIVISION QUALITY MANAGEMENT TEAM

Chair SDS Germelina H. Pascual
 Co-Chair Dr. Maria Carmen P. Cuenco
 Members Dr. Rolando T. Sotelo
 Ms. Bernadette B. Rosaroso
 Ms. Ma. Corazon P. Loja
 Ms. Robesa R. Hilario
 Mr. Renato L. Ignacio
 Mr. Manuel P. Dela Cruz
 Ms. Kristine Joy D. Quezada
 Ms. Ma. Jima T. Cadiz
 Ms. Ma. Theresa M. Roxas
 Mr. Arthur F. Francisco

BASIS

Regional Memorandum
 No. 12, s. 2017
 Composition of the
 Division Quality
 Management Team
 (DQMT)

DIVISION REVIEW AND EVALUATION COMMITTEE

Chair SDS Germelina H. Pascual
 Co-Chair Dr. Maria Carmen P. Cuenco
 Members Dr. Rolando T. Sotelo
 Mr. Marlon P. Daclis
 Ms. Ma. Felisa C. Camino
 Ms. Kristine Joy D. Quezada
 Engr. Isaac B. Jay Salinas
 Ms. Robesa R. Hilario
 Current PTA Federation President

BASIS

DepEd Order No. 51, s. 2015
 Guidelines on the Implementation
 of the Senior High School (SHS)
 Program in Existing Public Junior
 High Schools (JHSs) and Integrated
 Schools (ISs), Establishment of
 Stand-Alone Public SHSs, and
 Conversion of Existing Public
 Elementary and JHSs into Stand-
 Alone SHSs

OPLAN BALIK-ESKWELA (OBE) & PUBLIC ASSISTANCE STATION (PAS)

Chair Dr. Maria Carmen P. Cuenco
 Members Dr. Rolando T. Sotelo
 Ms. Bernadette B. Rosaroso
 Mr. Renato L. Ignacio
 Ms. Merlita DM. Ynciong
 Ms. Ma. Jima T. Cadiz

BASIS

DepEd Memorandum No. 68,
 s. 2016
 2016 Oplan Balik Eskwela (OBE)

RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

Chair Dr. Maria Carmen P. Cuenco
 Vice-Chair Ms. Ma. Socorro M. de Guzman
 Members Dr. Rolando T. Sotelo
 SGOD Chief
 Ms. Ma. Jima T. Cadiz
 Ms. Kristine Joy P. Daluz
 Legal Officer
 Mr. Arthur F. Francisco

BASIS

DepEd Memorandum No. 140, s.
 2016
 Creation of Records Management
 Improvement Committee

DIVISION GAD FOCAL POINT SYSTEM AND TWG

Chair SDS Germelina H. Pascual
 TWG Head Dr. Maria Carmen P. Cuenco
 Members Ms. Ma. Cristina H. Nogoy
 Dr. Rolando T. Sotelo
 SGOD Chief
 Ms. Ma. Jima T. Cadiz
 Ms. Ma. Felisa C. Camino
 Mr. Orlando D. Gonzales
 Secretariat Head:
 Mr. Manuel P. Dela Cruz
 Monitoring & Evaluation:
 Ms. Robesa R. Hilario

BASIS

DepEd Order No. 32, s. 2017
 Gender-Responsive Basic
 Education Policy

 DepEd Order No. 27, s. 2013
 Guidelines & Procedure on the
 Establishment of DepEd GAD
 Focal Point System at the
 Regional, Division & School Levels

 Republic Act No. 9710

DISASTER RISK REDUCTION MANAGEMENT COMMITTEE

Chief SDS Germelina H. Pascual
 Deputy Chief Dr. Maria Carmen P. Cuenco
 Intelligence and Disaster Analysis Officer
 Mr. Manuel I. Caliboso
 Plans & Operations Officer
 Ms. Ma. Felisa C. Camino
 Communication and Warning Officer
 Mr. Arthur F. Francisco
 Rescue Engineering and Evacuation Officer
 Engr. Isaac Jay B. Salinas
 Physical Security Officer
 Ms. Ma. Jima T. Cadiz
 Documentation and Investigation Officer
 Ms. Ma. Socorro M. De Guzman
 Fire Fighting Officer
 Mr. Renato L. Ignacio
 First Aid and Medical Assistance Officer
 Dr. Mary Ann L. Soriano
 Supply, Reliefs and Transportation Officer
 Mr. Dennis P. Garcia

BASIS

DECS Order No. 25, s. 2005
 Reviving the DepEd Calamity
 Disaster and Fire Control Group,

INVENTORY, APPRAISAL & DISPOSAL COMMITTEE

Chair SDS Germelina H. Pascual
 Members Ms. Ma. Jima T. Cadiz
 Mr. Dennis P. Garcia

BASIS

DepEd Order No. 56, s. 1997
 Reconstituting DECS Disposal
 Committee

2. For information and wide dissemination.


GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent
