



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon

**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



February 4, 2019

**DIVISION MEMORANDUM**

No. 024 s. 2019

To: **All Schools Division Office Personnel**  
**All Public and Private Elementary and Secondary School Heads**  
**All Others Concerned**

**2019 DIVISION COMMITTEES**

- Pursuant to existing rules and regulations of DEPED, CSC and other agencies-concerning the speedy delivery of services and to expedite the needs of all clientele, the following committees are hereby amended 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  
Dr. Ruby M. Cagadas  
Mr. Manuel P. Dela Cruz

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

*Alternate Members:*

Mr. Darlan R. Grageda Jr.  
Mr. Renato L. Ignacio  
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:*

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

**BASIS**

*Chair* Dr. Maria Carmen P. Cuenco  
*Members* Ms. Ma. Theresa M. Roxas  
Ms. Ma. Jima T. Cadiz  
Mr. Chito M. Reporen  
*For SDO* Dr. Rolando T. Sotelo or  
Ms. Esperanza D. Cruz  
*For Principal* Engr. Danilo A. Casas (Secondary)  
Ms. Lourdes A. Solomon (Elementary)  
*For all other school items*  
School Head where the vacancy exists  
exists

*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*

*2017 Omnibus Rules on Appointments*  
*and Other Human Resource Actions*

**FORMAL INVESTIGATION COMMITTEE**

*Chair* Dr. Maria Carmen P. Cuenco  
*Members* Mr. Chito M. Reporen  
 Mr. Senen B. Jane

**BASIS**

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

**GRIEVANCE COMMITTEE**

*Chair* Dr. Maria Carmen P. Cuenco  
*Members* Mr. Chito M. Reporen  
 PSDS where the grievance originated

**BASIS**

*DepEd Order No. 35, s. 2004*  
*Revision of the Grievance*  
*Machineries of DepEd*

**COMMITTEE ON DECORUM & INVESTIGATION**

*Chair* Atty. Benedict John C. Aure  
*Members* Mr. Senen B. Jane  
 Ms. Ma. Jima t. Cadiz

**BASIS**

*Republic Act 7877*  
*DepEd Memo No. 288 s. 2004*

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

*Chair* Mr. Manuel P. dela Cruz  
*Members* Dr. Rolando T. Sotelo  
 Ms. Kristine Joy P. Daluz  
 Ms. Ma. Jima T. Cadiz  
 Mr. Chito M. Reporen

**BASIS**

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

**DIVISION QUALITY MANAGEMENT TEAM**

*Chair* SDS Germelina H. Pascual  
*Co-Chair* Dr. Maria Carmen P. Cuenco  
*Members* Dr. Rolando T. Sotelo  
 Ms. Esperanza D. Cruz  
 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  
 Atty. Benedict John C. Aure  
 Mr. Arthur F. Francisco

**BASIS**

*Regional Memorandum*  
*No. 12, s. 2017*  
*Composition of the Division*  
*Quality Management*  
*Team*

**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 Jay B. 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 (JHS) 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 INFORMATION AND ACTION CENTER (OBE/AC)**

*Chair* Dr. Maria Carmen P. Cuenco  
*Co-Chair* Dr. Rolando T. Sotelo  
*Members* Ms. Esperanza D. Cruz  
Mr. Renato L. Ignacio  
Ms. Merlita DM. Ynciong  
Atty. Benedict John C. Aure

**BASIS**

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

**RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

*Chair* Dr. Maria Carmen P. Cuenco  
*Co-Chair* Ms. Ma. Socorro M. de Guzman  
Dr. Rolando T. Sotelo  
*Members* Ms. Esperanza D. Cruz  
Ms. Ma. Jima T. Cadiz  
Ms. Kristine Joy D. Quezada  
Atty. Benedict John C. Aure  
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  
Ms. Maria Cristina H. Nogoy  
*Members* Ms. Esperanza C. Diaz  
Mr. Rolando T. Sotelo  
Ms. Kristine Joy D. Quezada  
Mr. Marlon P. Daclis  
Ms. Ma. Jima T. Cadiz  
Ms. Ma. Felisa C. Camino  
Mr. Orlando D. Gonzales  
*Secretariat & M & E* Mr. Manuel P. Dela Cruz  
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*

**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*

**DISASTER RISK REDUCTION MANAGEMENT COMMITTEE**

**BASIS**

*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 Assistant Officer*  
Dr. Mary Ann L. Soriano  
*Supply, Relief and Transportation Officer*  
Mr. Dennis P. Garcia

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

2. For information and wide dissemination.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent