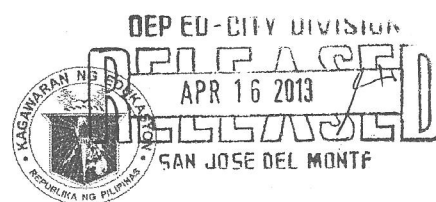




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte

website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com) / telefax: (044) 815-2815



April 8, 2013

**DIVISION MEMORANDUM**

No. 48, s. 2013

To: All Education Program Supervisors  
All District Supervisors/OIC's  
All Division Unit-Heads  
All School Heads/OIC's  
All Teaching and Non-Teaching Personnel  
All Others Concerned

**DIVISION COMMITTEES**

1. 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, herewith are the composition of the different division committees effective April 8, 2013, to wit:

**PERSONNEL SELECTION BOARD (PSB)**

**Basis**

Chairs: Dr. Maria Carmen P. Cuenco (for secondary)  
Ms. Cynthia V. Berdos (for elementary)

Members: Ms. Ma. Jima T. Cadiz (for non-teaching personnel)\*  
Mr. Manuel P. Dela Cruz

Ms. Violeta Y. De Leon (PSSPA)\*

Ms. Lourdes A. Solomon (PESPA)\*

Head of the School where vacancy exists (for teaching personnel)\*

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

**DIVISION INVESTIGATING COMMITTEE**

**Basis**

Chair: Dr. Maria Carmen P. Cuenco

Members: Ms. Ma. Jima T. Cadiz (for non-teaching personnel)\*

Ms. Wilma M. Aquino (PSTEA)

Ms. Violeta Y. De Leon (PSSPA)\*

Ms. Lourdes A. Solomon (PESPA)\*

RA No. 4670  
Magna Carta of Public School Teachers  
DepEd Order No. 49 s. 2006  
Revised Rules of Procedures of the DepEd Administrative case

**DIVISION PERFORMANCE APPRAISAL COMMITTEE**

**Basis**

Chair: Dr. Maria Carmen P. Cuenco

Members: Ms. Cynthia V. Berdos

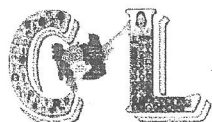
Mr. Manuel P. Dela Cruz (for teaching personnel)\*

Ms. Ma. Jima T. Cadiz (for non-teaching personnel)\*

District Supervisors/OIC's\*

Coordinating Principals\*

CSC Memorandum Circular No. 13 s. 1999



*Collaborating with our Leaders, Caring for our Learners*





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**DIVISION GRIEVANCE COMMITTEE**

Chair: Dr. Maria Carmen P. Cuenco  
Members: Ms. Ma. Jima T. Cadiz (for non-teaching personnel)\*  
Ms. Wilma M. Aquino (PSTE A)  
Ms. Violeta Y. De Leon (PSSPA)\*  
Ms. Lourdes A. Solomon (PESPA)\*

**Basis**

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

**DIVISION DISASTER RISK REDUCTION MANAGEMENT  
COMMITTEE**

Chair: Dr. Ramon S. Lacanilao  
Vice-Chair: Ms. Levy Avancena  
Members: Ms. Ma. Jima T. Cadiz  
Ms. Ma. Corazon P. Loja  
Mr. Orlando D. Gonzales  
Mr. Dennis P. Garcia

**Basis**

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

**BIDS AND AWARDS COMMITTEE**

Chair: Dr. Maria Carmen P. Cuenco  
Vice-Chair: Ms. Cynthia V. Berdos  
Members: Dr. Ramon S. Lacanilao  
Ms. Ma. Jima T. Cadiz  
Ms. Jennifer E. Quinto  
Secretariat: Mr. Dennis P. Garcia  
TWG: Ms. Kristine Joy P. Daluz  
Inspection: Division Engineer

**Basis**

RA No. 9184 Procurement  
Reform Act

**COMMITTEE on DECORUM and INVESTIGATION OF SEXUAL  
HARASSMENT CASES**


Chair: Dr. Maria Carmen P. Cuenco  
Members: Ms. Cynthia V. Berdos  
Mr. Manuel P. Dela Cruz (for teaching personnel)\*  
Ms. Ma. Jima T. Cadiz (for non-teaching personnel)\*  
District Supervisors/OIC's\*  
Coordinating Principals\*

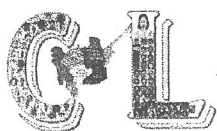
**Basis**

CSC Resolution No 01-0940 s  
2001

- **To sit if the committee is within their jurisdiction.**

2. For information and wide dissemination.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent



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