



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

August 6, 2021

SCHOOL MEMORANDUM

No. 24, s. 2021

To: All Teaching and Non-Teaching Personnel

Grade Assignments, Coordinatorship and other Responsibilities for SY 2021-2022

1. This office announces the Grade Assignments and Coordinatorship and other Responsibilities for SY 2021-2022
2. Attach is Enclosure No. 1, list of Grade Assignments, Coordinatorship and other Responsibilities for SY 2021-2022.
3. Each of the teacher is always expected to be accountable and shall discharge his/her duties with utmost responsibility, integrity, competence and uphold “public interest over personal interest.”
4. For information and wide dissemination.


CAROLYN W. OLIVEROS
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: 0917-500-5966 (call only)



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Enclosure No. 1 of School Memorandum No. 24 s. 2021

SCHOOL COORDINATORSHIP, GRADE LEADERS

NAME OF TEACHER	COORDINATOR
KINDERGARTEN	
GOJO CRUZ, MARK ANGELO I.	SDRRM
MACALE, MARY ROSE D.	GSP
GASPAR, RODALYN O.	GRADE LEADER
LABINDAO, AGNES E.	TWINKLERS/SBM – MANAGEMENT OF RESOURCES
GRADE ONE	
AFLORO, LAILA A.	ELLN/READING COOR FILIPINO
PASCUA, JUDY ANN D.	GUIDANCE/CHILD PROTECTION/MENTAL HEALTH
SICAT, ELIZABETH DC	BRIGADA ESKWELA
DUPAGAN, LORILIE D.	PHIL-IRI FILIPINO/ GRADE LEADER
SORIANO, CYNTHIA P.	ESP
ZUNIEGA, WINELYN T.	MEMBER – REGISTRAR
GRADE TWO	
CORDERO, EMILY F.	MEMBER – FEEDING, GRADE LEADER
MACALINO, MA. TERESA M.	SCHOOL FEEDING COORDINATOR
FUGABAN, VIOLETA M.	SBM MEMBER
CANOZA, JACKIELYN D.	SBM COORDINATOR
IPIO, MARIAH KRISTELLE D.	PHIL-IRI ENGLISH/SCHOOL LIBRARIAN/SCHOOL ILLUSTRATOR
ABELILLA, LIZA M.	ELLN GRADE TWO/MTB COORDINATOR
GRADE THREE	
GEMAO, MA. OLIVA DC.	LAC COORDINATOR/RESEARCH AND EVALUATION/ HATID DUNONG DRIVE COORDINATOR / ALTERNATE SCHOOL INFORMATION COORDINATOR
TAMONDONG, MARICEL S.	NDEP COORDINATOR
GOJO CRUZ, JENILYN T.	FILIPINO COORDINATOR
TORRERO, ABIGAEL C.	GAD COORDINATOR/GRADE LEADER
MABAZZA, ROAN C.	RR/READING COOR ENGLISH/SCHOOL READING MAGIC CENTER COOR
PORTENTO, VERHMA I.	4PS COORDINATOR
GRADE FOUR	
SANTAMENA, JOANNE S.	LEARNING RESOURCE COORDINATOR
DIAMANTE, LUZ	LIS COORDINATOR
ROYO, JENNY LYN G.	SCHOOL REGISTRAR
GABONADA, ENRIQUE JR, B.	PHYSICAL FACILITY COORDINATOR
LACSARUM, PACITA L.	AP COORDINATOR
RODRIGUEZ, MARLYN M.	MEMBER – REGISTRAR, GRADE LEADER
MARIEL G. GOJO CRUZ	SCIENCE/YES-O/ ADOLESCENT AND REPRODUCTIVE HEALTH



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NAME OF TEACHER	COORDINATOR
GRADE 5	
MORANTE, JULIET T.	TESTING AND PEPT /MONITORING AND EVALUATION/ALS/DORP
CELSO, MARIBEL G.	SBM-ACCOUNTABILITY & CONTINUOUS IMPROVEMENT
CANO, LENIE U.	NUTRITION / OK SA DEPED / IMMUNIZATION, MEDICAL & DENTAL SERVICE
GOJO CRUZ, ADRIAN I.	BOY SCOUT/SPORTS/ GRADE LEADER
MAMARIL, MARICEL P.	WASTE MANAGEMENT
GOJO CRUZ, ISABELO JR.	EPP/GULAYAN
GRADE SIX	
MENDOZA, EPIFANIA B.	CANTEEN MANAGER/ WINS COORDINATOR
ABELILLA, ZORAIDA N.	ICT/SBM-CHAIRMAN LEADERSHIP & GOVERNANCE/SCHOOL INFORMATION COORDINATOR
VIESCA, DORINESS M.	SCHOOL PAPER ADVISER/SCHOOL RESEARCH FOCAL PERSON/ ALTERNATE SCHOOL INFORMATION COORDINATOR
LOMA, MARY JANE G.	MATH COORDINATOR
SILVESTRE, ELA Q.	SPG/GRADE LEADER/YOUTH FORMATION
LADOT, MIRASOL D.	ADOPT A SCHOOL/ ALTERNATE SCHOOL INFORMATION COORDINATOR
MON, MARIA KRISTINA F.	ENGLISH COORDINATOR/ ALTERNATE SCHOOL INFORMATION COORDINATOR
MENDOZA, ESPHER M.	MAPEH COORDINATOR/SBM CURRICULUM AND LEARNING



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SCHOOL COMMITTEE/TEAM:

SCHOOL SCREENING COMMITTEE

Basis: DepEd Order No. 29 s. 2009
DepEd Order No. 66 s. 2007

Chairperson: Carolyn W. Oliveros

Members: Ma. Oliva DC. Gemao
Maribel G. Celso
Jackielyn D. Canoza
Mary Jane G. Loma

SCHOOL PLANNING TEAM

Basis: DepEd Order No. 44 s. 2015

Team Leader: Carolyn W. Oliveros

SDRRM Coordinator: Mark Angelo I. Gojo Cruz

Teacher Representative: Emily F. Cordero

School Child Protection Committee: Judy Ann D. Pascua

Parent Representative: President of PTA

Student Representative: President of SPG

Barangay/LGU Representative: Barangay Chairperson



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CHILD PROTECTION COMMITTEE

Basis: RA 10627
Child Protection Policy

Chairperson:	Carolyn W. Oliveros
Vice Chairperson:	Judy Ann D. Pascua
Teacher Representative:	Faculty Club Representative
Representative of Parents:	Representative of SPTA Officers
Student Representative:	SPG President
Barangay Representative:	Barangay Council for Protection of Children

LAC COMMITTEE

Basis: DepEd Order No. 35 s. 2016

LAC Leader:	Carolyn W. Oliveros
LAC Technical Working Committee/ LAC MEMBERS:	Monthly assigned Teacher/s
LAC Resource Person:	Speaker – Internal or External
LAC Documenter:	Assigned Teacher from the Monthly Technical Committee
LAC Facilitator:	Ma. Oliva DC. Gemao
LAC Evaluator:	Juliet T. Morante

DEPED TASK FORCE COVID SINGLE SOURCE OF TRUTH (SST) COMMITTEE

Basis: DepEd Task Force CoVid-19 Memorandum No. 29 s. 2020

School Head:	Carolyn W. Oliveros
Health and Nutrition Coor:	Lenie U.Cano
SDRRM Coor:	Mark Angelo I. Gojo Cruz
Physical Facility Coor:	Enrique B. Gabonada Jr.



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BIDS AND AWARDS COMMITTEE

Basis: DepEd Order No. 74 s 2016

2016 Revised Implementing Rules and Regulations of RA 9184

BAC Chairperson: Roan C. Mabazza
Members: Judy Ann D. Pascua
Elizabeth DC. Sicat
Epifania B. Mendoza
Ela Q. Silvestre

SCHOOL INSPECTORATE TEAM

Chairperson: Carolyn W. Oliveros
Members: Ma. Oliva C. Gemao
Maribel G. Celso
Jackielyn D. Canoza

GRIEVANCE COMMITTEE

Basis: DepEd Order No. 35 s. 2004

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Mark Angelo I. Gojo Cruz (Faculty President)
Member: Teacher appointed by School Head acceptable by both of aggrieved party and object of the grievance



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PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

COMMITTEE

Basis: DepEd Order No. 78 s. 2007

DepEd Order No, 9 s 2002

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Ma. Oliva DC. Gemao
Members: Mark Angelo I. Gojo Cruz (Faculty President)
Juliet T. Morante (Faculty Treasurer)
Epifania B. Mendoza (Canteen Manager)
Mark Ace C. Dela Cruz (Administrative Officer)

RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

Basis: DepEd Memorandum Nos. 52, s. 2015, 140 s. 2016

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Zoraida N. Abelilla
Member: Luz M. Diamante

DISASTER RISK REDUCTION MANAGEMENT COMMITTEE

Basis: DepEd Order No. 21 s. 2005

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Mark Angelo I. Gojo Cruz (SDRRM Coor)
Members: Enrique B. Gabonada Jr. (Physical Facility Coor)
Jenilyn T. Gojo Cruz (Alternate SDRRM Coor)



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First Aide Team

Team Leader: Lenie U. Cano

Members: Laila A. Alfaro
Maria Teresa M. Macalino
Ma. Oliva DC. Gemao
Marlyn M. Rodriguez
Isabelo I. Gojo Cruz Jr.
Espher M. Mendoza
Mary Rose D. Macale

Building Safety Inspection Team

Team Leader: Enrique B. Gabonada Jr.

Members: Winelyn T. Zuniega
Jackielyn D. Canosa
Maricel S. Tamondong
Jenny Lyn.G. Royo
Maricel P. Mamaril
Mirasol D. Ladot

Fire Inspection Team:

Team Leader: Elizabeth DC Sicat

Members: Rodalyn O. Gaspar
Lorilie D. Dupagan
Liza M Abelilla
Abigael C. Torrero
Joanne S. Santamena
Mary Jane G. Loma



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Evacuation Team

Team Leader: Adrian I. Gojo Cruz

Members:

Judy Ann D. Pascua

Violeta M. Fugaban

Roan C. Mabazza

Mariel G. Gojo Cruz

Juliet T. Morante

Doriness M. Viesca

COMMUNICATION TEAM

Team Leader: Ela Q. Silvestre

Members:

Emily F. Cordero

Epifania B. Mendoza

Luz M. Diamante

Zoraida N. Abelilla

Cynthia P. Soriano

Maribel G. Celso

Maria Kristina F. Mon

Site Security Team

Watchmen: Jonathan G. Suela

Solomon R. Macapia

Cesar P. Boral



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INVENTORY, APPRAISAL AND DISPOSAL COMMITTEE

Basis: DepEd Order 56 s. 1997

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Mark Ace C. Dela Cruz (Property Custodian)
Members: Ma. Oliva DC. Gemao
Enrique B. Gabonada Jr.

School Quality Assurance Team for Learning Resources and Innovations

Basis: Division Memorandum No. 83 s. 2019

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Joanne S. Santamena (LR Coordinator)
Members: Juliet T. Morante (Evaluation Coordinator)
Maria Kristina F. Mon (Language Editor – English)
Jenilyn T. Gojo Cruz (Language Editor – Filipino)
Content Expert (depends on what subject area)

SCHOOL ICT TEAM

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Zoraida N. Abelilla
Members: Luz M. Diamante Ma. Teresa M. Macalino
Rodalyn O. Gaspar Abigael C. Torrero
Lorilie D. Dupagan Adrian I. Gojo Cruz
Mariel G. Gojo Cruz Mirasol D. Ladot



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SCHOOL BASED MANAGEMENT TEAM

Overall Chairperson: Carolyn W. Oliveros

SBM Chairperson: Jackielyn D. Canoza

Chairperson per SBM Area

Chairperson – Leadership: Zoraida A. Abelilla

Co-Chairperson: Ma. Oliva DC. Gemao

Members: Enrique B. Gabonada Jr.
Judy Ann D. Pascua
Vehrma T. Portento
Marlyn M. Rodriguez

Chairperson – Curriculum: Espher M. Mendoza

Co-chairperson: Mariel G. Gojo Cruz

Members: Mirasol Ladot
Lorilie D. Dugapan
Mary Rose D. Macale
Jenilyn T. Gojo Cruz

Chairperson – Accountability: Maribel G. Celso

Co-Chairperson: Mark Angelo I. Gojo Cruz

Members: Rodalyn O. Gaspar
Emily F. Cordero
Mariah Kristelle D. Ipio
Joanne S. Santamena
Adrian I. Gojo Cruz



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Chairperson - Management of Resources: Agnes E. Labindao

Co-Chairperson: Violeta M. Fugaban

Members:
Mary Jane G. Loma
Isabelo I. Gojo Cruz Jr.
Ela Q. Silvestre
Maria Kristina Mon
Elizabeth DC. Sicat

SCHOOL DRRM TASK FORCE in LIGHT of COVID-19 MEASURES

Reference: DepEd Order No. 15 s. 2020

Chairperson: Carolyn W. Oliveros

Vice Chairperson: Mark Angelo I. Gojo Cruz

Members:
Enrique B. Gabonada Jr.
Lenie U. Cano
Epifania B. Mendoza
Elizabeth DC. Sicat
Mirasol D. Ladot
Maricel P. Mamaril
Isabelo I. Gojo Cruz Jr.
Zoraida N. Abelilla

IPCRF PERFORMANCE MANAGEMENT TEAM

Basis: DepEd Order No. 2 series 2015

Chairperson: Carolyn W. Oliveros

Members:
Ma. Oliva DC. Gemao
Mark Angelo I. Gojo Cruz - Representative from School Association
Mark Ace C. Dela Cruz – Administrative Officer
Emily F. Cordero – Representative from School Planning Team



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SCHOOL MONITORING AND EVALUATION COMMITTEE

Chairperson: Carolyn W. Oliveros
Monitoring and Evaluation Team Coordinator: Juliet T. Morante
Members: Zoraida N. Abelilla (ICT Coordinator)
Ma. Oliva DC. Gemao (Master Teacher)
Jackielyn D. Canoza (SBM Coordinator)

SCHOOL RESEARCH AND EVALUATION TEAM COMMITTEE

Adviser: Carolyn W. Oliveros
Research and Evaluation Chairperson: Ma. Oliva DC. Gemao (Master Teacher)
Members: Zoraida N. Abelilla (ICT Coordinator)
Jackielyn D. Canoza (SBM Coordinator)
Maria Kristina F. Mon
Juliet T. Morante

GAD FOCAL PERSON SYSTEM COMMITTEE

Basis: DepEd Order No. 23, s. 2017

Gad Focal Person System Head/Chairperson: Carolyn W. Oliveros

Gad Focal Person / Coordinator: Abigail C. Torrero
Members: Ma. Oliva DC. Gemao
Judy Ann D. Pascua
Juliet T. Tamondong



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PATRIOTISM, INTEGRITY, EXCELLENCE, SPIRITUALITY (PIES) ADVOCATE TEAM
Basis: CIVIL SERVICE COMMISSION ADVOCACY

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Cynthia P. Soriano
Members: Mary Rose D. Macale
Winelyn T. Zuniega
Liza M. Abelilla
Maricel S. Tamondong
Joanne S. Santamena
Maricel P. Mamaril
Epifania B. Mendoza

SCHOOL READING TEAM

Chairperson: Carolyn W. Oliveros
Co-Chairperson: Roan C. Mabazza
Member: Ela Q. Silvestre – Intermediate Filipino Reading Focal Person
Mirasol D. Ladot - Intermediate English Reading Focal Person
Lorilie D. Dupagan – PHIL-IRI Filipino
Mariah Kristelle D. Ipio – PHIL-IRI English
Laila A. Afloro – ELLN Coordinator/Primary Filipino Reading Focal Person

Brigada Eskwela Steering Committee and Other Working Committee Chairperson

Chairperson: Carolyn W. Oliveros
Vice chairperson: Lilybeth C. Taguinod
Members:

Enrique B. Gabonada, Jr.
Nolan Ryan Vidayo/Thelma Dayao
Olgarita T. Sioco
Ma. Oliva DC. Gemao

Advocacy and Marketing Committee Chairperson: Zoraida Abelilla
Resource Mobilization Committee Chairperson: Elizabeth DC. Sicat
Program Implementation Committee Chairperson: Mirasol D. Ladot
Administrative and Finance Committee Chairperson: Mary Jane G. Loma
Documentation Committee Chairperson: Ma. Teresa M. Macalino



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