



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

**Office of the Principal**

April 17, 2020

### **SCHOOL MEMORANDUM**

No. 21, s. 2020

To: All Teaching and Non-Teaching Personnel

#### **Grade Assignments, Coordinatorship and other Responsibilities for SY 2020-2021**

1. This office announces the Grade Assignments and Coordinatorship and other Responsibilities for SY 2020-2021.
2. Attach is Enclosure No. 1, list of Grade Assignments, Coordinatorship and other Responsibilities for SY 2020-2021
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



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL  
Sitio Partida, Muzon, San Jose del Monte City, Bulacan

NAME OF TEACHERS	COORDINATORSHIP
<b>KINDERGARTEN</b>	
GOJO CRUZ, MARK ANGELO I.	SDRRM
MACALE, MARY ROSE D.	GSP
GASPAR, RODALYN O.	GRADE LEADER
CELESTINO, MARY GRACE C.	WINS
<b>GRADE ONE</b>	
AFLORO, LAILA A.	GRADE LEADER/ELLN
PASCUA, JUDY ANN D.	GUIDANCE/CHILD PROTECTION
SICAT, ELIZABETH DC	BRIGADA ESKWELA
DUPAGAN, LORILIE D.	PHIL-IRI FILIPINO
SORIANO, CYNTHIA P.	ESP
ZUNIEGA, WINELYN T.	MEMBER – REGISTRAR
<b>GRADE TWO</b>	
CORDERO, EMILY F.	MEMBER - FEEDING
MACALINO, MA. TERESA M.	GRADE LEADER/FEEDING
FUGABAN, VIOLETA M.	SUPPLY OFFICER/SBM
CANOZA, JACKIELYN D.	SBM CHAIRMAN
ARIAS, APRIL ROSE T.	PHIL-IRI ENGLISH
ABELILLA, LIZA M.	ELLN GRADE TWO
<b>GRADE THREE</b>	
GEMAO, MA. OLIVA DC.	LAC COORDINATOR



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL  
Sitio Partida, Muzon, San Jose del Monte City, Bulacan

TAMONDONG, MARICEL S.	NDEP/ GRADE LEADER
GOJO CRUZ, JENILYN T.	FILIPINO
TORRERO, ABIGAEL C.	GAD
ROAN C. MABASA	RR
PORTENTO, VERHMA I.	4PS
<b>GRADE FOUR</b>	
SANTAMENA, JOANNE S.	LR / GRADE LEADER
DIAMANTE, LUZ	LIS
ROYO, JENNY LYN G.	SCH. REGISTRAR
GABONADA, ENRIQUE B.	PHYSICAL FACILITY/PROPERTY CUSTODIAN
RODRIGUEZ, MARLYN M.	MEMBER – REGISTRAR
MARIEL G. GOJO CRUZ	SCIENCE/YES-O
<b>GRADE FIVE</b>	
MORANTE, JULIET T.	TESTING and Evaluation/ALS/DORP
CELSO, MARIBEL G.	SBM
CANO, LENIE U.	NUTRITION / Ok sa DepEd / Immunization
GOJO CRUZ, ADRIAN I.	BOY SCOUT/SPORTS
MAMARIL, MARICEL P.	WASTE MANAGEMENT/GRADE LEADER
GOJO CRUZ, ISABELO JR.	EPP/GULAYAN



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

GRADE SIX	
MENDOZA, EPIFANIA B.	CANTEEN MANAGER
ABELILLA, ZORAIDA N.	ICT/SBM Chairman Leadership
VIESCA, DORINESS M.	AP
LOMA, MARY JANE G.	MATH
SILVESTRE, ELA Q.	SPG/GRADE LEADER
LADOT, MIRASOL D.	ADOPT A SCHOOL
MON, MARIA KRISTINA F.	ENGLISH
MENDOZA, ESPHER M.	MAPEH



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### **SCHOOL COMMITTEE:**

#### **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. Canoja

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:** Hon. Marciano Gatchalian



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL  
Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

**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:** Olive DC. Gemao  
**LAC Evaluator:** Juliet T. Morante



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### **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.

### **BIDS AND AWARDS COMMITTEE**

**Basis: DepEd Order No. 74 s 2016**

2016 Revised Implementating 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 INSPECTION TEAM**

**Chairperson:** Carolyn W. Oliveros

**Members:** Ma. Oliva C. Gemao

Maribel G. Celso

Jackielyn D. Canoza



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL  
Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### **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

### **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)

### **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



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph





Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### **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 ( Asst. SDRRM Coor)

#### **First Aide Team**

#### **Evacuation Team**

**Team Leader:** Adrian I. Gojo Cruz

**Members:** Mary Grace C. Celestino

Judy Ann D. Pascua

Violeta M. Fugaban

Roan C. Mabazza

Mariel G. Gojo Cruz

Juliet T. Morante

Doriness M. Viesca



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### 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 Suela  
Solomon Macapia  
Elpidio Nieto

### INVENTORY, APPRAISAL AND DISPOSAL COMMITTEE

**Basis:** DepEd Order 56 s. 1997

**Chairperson:** Carolyn W. Oliveros

**Vice Chairperson:** Enrique B. Gabonada Jr.

(Physical Facility/Property Custodian)

**Member:** Ma. Oliva DC. Gemao



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY

PARTIDA ELEMENTARY SCHOOL

Sitio Partida, Muzon, San Jose del Monte City, Bulacan

---

### 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 Abelilla

**Members:** Luz M. Diamante

Rodalyn O. Gaspar    Abigail C. Torrero

Lorilie D. Dupagan    Adrian I. Gojocruz

Mariel G. Gojo Cruz    Mirasol D. Ladot



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** 162507.sjdmc@deped.gov.ph