



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



September 10, 2015

DIVISION MEMORANDUM
NO. 066 s., 2015

**NEW ORGANIZATIONAL STRUCTURE
OF THE SCHOOLS DIVISION OFFICE**

TO: Assistant Schools Division Superintendent
OIC – Office of the Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Secondary & Elementary School Heads
Elementary and Secondary Teachers

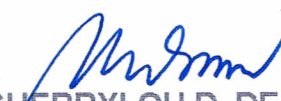
1. Pursuant to DepEd Order no. 53, s. 2013 entitled Approval and Implementation of 2013 DepEd Rationalization Program, the Division of Cavite Province is adopting the enclosed ***New Organizational Structure of the Schools Division Office***.

2. The initiative of aimed to: (a) focus government efforts and resource on its vital/core services; and (b) improve the quality and efficiency of government services delivery by eliminating/minimizing overlaps and duplication, and improving agency performance through the rationalization of service delivery and support systems, and organization structure and staffing (Section 2, EO 366).

3. The new organizational structure shall be divided into three core services specifically:

- Office of the Schools Division Superintendent (OSDS)
- School Governance and Operations Division (SGOD)
- Curriculum Implementation Division (CID)

4. Immediate dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent

EDITHA M. ATENDIDO

Assistant Schools Division Superintendent

DAISY Z. MIRANDA

OIC-Assistant Schools Division Superintendent

KRISTINE D. GENER

Administrative Assistant III

KEVIN HERICK C. AVILLA

Administrative Aide VI

RHEA R. ESCALANTE

Administrative Aide VI

CARMELO F. CASTRO

Administrative Aide IV

GLENN T. RODUTA

Administrative Aide IV

ROLAND P. BOCALAN

Administrative Aide III

JAY P. FULVADORA

Administrative Aide III

JUNEL INKY V. SANTIAGO

Administrative Aide III

JESSICA S. CAILING

Administrative Aide I

- **Legal Services**

JUDITH D. ARTURO

Legal Assistant I

- **ICT Services**

MIGNON CECILLE M. MANGOBA

IT Officer

- **Administrative Services**

VERNA C. CABAYA

Administrative Officer V

EUFRONIO E. GAYTANO

Security Guard I

MARIO N. ULANIMO

Administrative Aide I

NESTOR A. CARINGAL

Administrative Aide I

- **Cash**

LAURA R. CREMA

Administrative Assistant III

OIC, Cashier Service

ABIGAIL B. AREVALO

Administrative Aide III

MICHELLE M. MASICAP

Administrative Aide III

SOMAIRA G. NOLASCO

Administrative Aide III

MELINDA V. ULANIMO

Administrative Aide I

- **Personnel**

ELAINE V. BALEN

Administrative Officer IV

CARMENCITA R. QUIAMBAO

Administrative Aide VI

NORITA C. VASQUEZ

Administrative Aide VI

MA. CORAZON P. FEDEROSO

Administrative Aide IV

ROEL L. PENUS

Administrative Aide III

- **Property**

ARMANDO A. CARINGAL

Administrative Officer IV

MARIONITO J. NUESTRO

Administrative Aide IV

SALVADOR P. REANO

Administrative Aide IV

ROMNICK P. CUACHIN

Administrative Aide III

CHERRY ANN V. SINSAY

Administrative Aide III

AUGUSTO C. CALPO JR.

Administrative Aide I

- **Records**

MELECIO R. PEDRON

Administrative Officer IV

JASMIN LYRA M. SAMBRANO

Administrative Aide VI

CARLO C. MELO

Administrative Aide III

- **Finance Services**

- **Accounting**

CHERRY D. BAYOT

Accountant II

ANGELINA C. AGUILLON

Administrative Assistant III - Silang II

MYLENE B. ANCIADO

Administrative Assistant III -Magallanes & Indang I

MARIETA R. BARRERA

Administrative Assistant III -Tanza & Ternate

LAURA R. CREMA

Administrative Assistant III -GMA & Gen. Trias II

ELENITA S. FERAER

Administrative Assistant III -Indang II

TEODORO P. FULVADORA JR.

Administrative Assistant III-Naic I & Carmona

EUNESE P. LOYOLA

Administrative Assistant III -Tagaytay & Mendez

JOHN A. MALONG

Administrative Assistant III-Noveleta &Naic II

JOYCE L. MOJICA

Administrative Assistant III -Maragondon

ALICIA M. PANGANIBAN

Administrative Assistant III -GEA & Amadeo

REALISA A. RABULAN

Administrative Assistant III -Trece Martires City & Rosario

EUGENIO ROMEO P. REYES

Administrative Assistant III -Silang I

SHERWIN A. ROM

Administrative Assistant III -Alfonso

TRISTAN R. SARMIENTO

Administrative Assistant III -Secondary

ROSA MIA C. VALDEZ

Administrative Assistant III -Bacoor & Imus

LOU-JUNEL T. VELASCO

Administrative Assistant III -Kawit & Gen. Trias

RONALD KEVIN C. DEL ROSARIO

Administrative Assistant II

MARIBEL G. ROJO

Administrative Assistant II

EDNA C. ZUMBRANO

Administrative Assistant II

MARIA P. PASCUA

Administrative Aide IV-PS Bacoor & Imus

○ **Budget**

JOEL M. SOLIS

Administrative Officer IV

JENNIFER P. TOLICA

Administrative Assistant I

CURRICULUM AND IMPLEMENTATION DIVISION

• **Office of the Division Chief**

ELPIDIA B. BERGADO

Chief Education Program Supervisor

MARY ANGELIC P. FEDEROSO

Administrative Aide VI

HAZEL P. CASTRO

Administrative Aide III

• **Functional Teams**

○ **Instructional Management**

RODOLFO D. CRUZ

EPS, MAPEH

ESTRELLITA M. DE VERA

EPS, Science

WENIFREDA S. DIQUIT

EPS, English

ROMEO E. ENDRACA

EPS, TLE

CRESENCIA P. NAZARENO

EPS, Filipino

EMILY R. QUINTOS

EPS, Araling Panlipunan

EDUARDA M. ZAPANTA

EPS, Mathematics

ARNEL P. ZAPANTA

EPS, Values Education

○ **District Instructional Supervision**

MA. VICTORIA B. MALIGAYO

Mendez - EPS SPED

MARY ANN M. BATINO

Magallanes - EPS Kinder

DIANA P. TOPACIO

Rosario

MERLE A. BAYBAY

Rosario

AMELITA E. BUENAVENTE

GMA

MILAGROS C. BALDOVISO

GMA

YOLANDA R. PENALES

Kawit

AMELITA P. PEÑALBA

Amadeo

DIVINA A. ROSARDA

Indang

CAROLINA R. MAGALLANES

Indang

MARCOS C. RAMOS

Indang

SUSAN A. AQUINO

Alfonso

MA. JOVY P. LEGASPI

Tanza

EDELIZA M. CATACUTAN

Tanza

ROWENA A. BOBADILLA

Maragondon

MARCELA Z. DELA CRUZ

Maragondon

GLORIA R. MOJICA

Ternate

MILAGROS H. NORCIO

Alfonso

JOEL O. PEREGRINO

Tagaytay

ANACLETA B. INCOGNITO

Tagaytay

ELEUTERIA M. PASIOLAN

Silang

IRMA O. EJANDA

Silang

LIBERATO O. ROGACION

Silang

NANCY S. MARASIGAN

Silang

GERARDO M. UMALI

Noveleta

FLORENCIA B. GLORIANI

General Emilio Aguinaldo

SATURNINO HERNANDEZ

Naic

ELSA O. DE LEON

Naic

MA. CECILIA M. ALVAREZ

Carmona

EDNA A. BAYOT

Gen. Trias

LAURA O. GARCIA

Gen. Trias

- **Education Program Specialist ALS**
ELMA P. AURE
Education Program Specialist
ARE ABA R. ADRIANO
Education Program Specialist
MARLYN D. VILLANUEVA
Education Program Specialist
ANA ROSE B. ATENDIDO
Education Program Specialist
FELISA C. MATEL
Education Program Specialist
- **Learning Resources (LR) Management**
CARMENCITA P. TOSCO
Education Program Supervisor
JONATHAN JIMENEZ
Project Development Officer II
LEONILA CUSTODIO
Librarian II

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

- **Office of the Division Chief**
DAISY Z. MIRANDA
Chief Education Program Supervisor
AMADO J. TOSCO JR.
Education Program Supervisor
MARY JOY C. MENDOZA
Administrative Aide VI
MARY JEAN P. GALLARDO
Administrative Aide IV
- **Functional Teams**
 - **School Management M&E**
ALLAIN B. ALVAREZ
Senior Education Program Specialist
THERESA C. BAUTISTA
Education Program Specialist II
 - **Social Mobilization and Networking**
MARLENE P. PANGANIBAN
Senior Education Program Specialist
MARY ANN B. GATPANDAN
Education Program Specialist II
JESSELLE MARK P. REYES
Project Development Officer II
 - **School Health and Nutrition**
RAINERIO U. REYES
Medical Officer III
ANGELITA C. ORENCIANO
Medical Officer III
GRACE B. TOLENTINO
Dentist-in-Charge, OIC
JOSIEBELLE B. FRANCISCO
Dentist II
IRMA RIEGO M. DE DIOS
Dentist II

Nurse II

MARY GLENDA E. SANTIAGO

Nurse II

MA. THERESA T. REYES

Nurse II

MARY JANE E. RAMIREZ

Nurse II

FRANCIS T. GUIMPATAN

Nurse II

JERIC M. JAVIER

DEPARTMENT OF EDUCATION
Rationalization Plan
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small
Functional Teams for:					
<i>Instructional Management / District Instructional Supervision</i>					
Education Program Supervisor	22	9	9	9	9
Public Schools District Supervisor (<i>deployed</i>)	22	57	33	10	0
Education Program Specialist II (<i>deployed</i>)	16	9	5	2	1
<i>Learning Resources (LR) Management</i>					
Education Program Supervisor	22	1	1	1	1
Librarian II	15	1	1	1	1
Project Development Officer II	15	1	1	1	1
Sub-total		78	50	24	13
Total		80	52	26	15
3.00 School Governance and Operations Division					
3.10 Office of the Division Chief					
Chief Education Supervisor	24	1	1	1	1
Education Program Supervisor	22	1	1	1	0
Sub-total		2	2	2	1
Functional Teams for:					
<i>School Management M&E</i>					
Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1
<i>Social Mobilization and Networking</i>					
Senior Education Program Specialist	19	1	1	1	0
Education Program Specialist II	16	1	1	1	0
Project Development Officer II	15	1	1	1	0
<i>School Health and Nutrition</i>					
Health Education and Promotion Officer III	18	1	1	1	1
Dentist II (<i>deployed to districts</i>)	17	11	7	2	0
Nurse II (<i>deployed to districts</i>)	15	11	7	2	0
<i>Education Facilities</i>					
Engineer III	19	1	1	1	0
<i>Human Resource Development</i>					
Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1
<i>Planning and Research</i>					
Senior Education Program Specialist	19	1	1	1	0
Planning Officer III	18	1	1	1	1
Sub-total		33	25	15	6
Total		35	27	17	7
Grand Total for SDO		147	107	67	39

Notes: Based on the structure of SMALL SDOs, the staffing complement shall have the following provisions:

- Legal services shall be provided by the regional office
- Following functions shall be merged together:
 - Personnel and Records
 - Cash and Property
 - Social Mobilization and Networking with School Management M&E
 - Human Resource Development with Planning and Research