



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

March 26, 2024

**DIVISION MEMORANDUM**  
OSDS No. 054, s. 2024

**FY 2024 ORIENTATION ON THE IMPLEMENTATION OF RA 11032 IN THE  
DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Members of Division and School Committee on Anti-Red Tape (CART)  
All Concerned  
This Division

1. The DepEd Central Office will conduct an online Orientation on the implementation of RA 11032 on April 2, 2024 from 8:30 AM to 2:00 PM. as indicated in the attached Memorandum DM-OUHROD-2024-0543 signed by Director Wilfredo E. Cabral, OIC, Office of the Undersecretary of Human Resource and Organizational Development.
2. Participants to the said Orientation are the members of Division and School Committee on Anti-Red Tape (CART).
3. The meeting link is provided in the attached Memorandum DM-OUHROD-2024-0543.
4. School Heads shall ensure 100% attendance of all members of the school CART to the said Orientation.
5. Attached is the designation of the Division and School CART for ready reference.
6. For the information, guidance and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: As stated.  
Reference: Memorandum DM-OUHROD-2024-0543  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects:

COMMITTEES                      LAWS                      ORIENTATION

ZBP/ADMIN/OSDS/DM/ FY 2024 ORIENTATION ON THE IMPLEMENTATION OF RA 11032 IN THE  
DEPARTMENT OF EDUCATION/March 26, 2024



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0543**

TO : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau/Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Members, DepEd CART and Sub-CART**  
**All others concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*  
*Vice Chairperson, DepEd Committee on Anti-Red Tape*

SUBJECT : **FY 2024 ORIENTATION ON THE IMPLEMENTATION OF RA 11032 IN THE DEPARTMENT OF EDUCATION**

DATE : 20 March 2024

Since the enactment of Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the Department of Education (DepEd) has consistently complied with requirements of the Law, such as the Citizen's Charter, Client Satisfaction Measurement (CSM), Zero Backlog Program, Report Card Survey (RCS) 2.0, and Committee on Anti-Red Tape (CART).

This year, to strengthen compliance with the Law, the Office of the Undersecretary for Human Resource and Organizational Development invites all concerned to the **FY 2024 Orientation on the Implementation of RA 11032 in the Department of Education** on **April 2, 2024**, from 8:30 AM to 2:00 PM.

The first part of the orientation shall be delivered by resource persons from the Anti-Red Tape Authority, the agency mandated to administer, implement, and ensure compliance with RA 11032 and its Implementing Rules and Regulations. The second part shall be led by the DepEd CART Secretariat and shall focus on the DepEd Citizen's Charter.

The activity shall provide an opportunity to

1. review the provisions of RA 11032, especially the Citizen’s Charter, Zero Backlog Report, and CART;
2. highlight the importance of the CSM;
3. present the results of the RCS 2.0 and Onsite Inspections conducted in selected DepEd offices;
4. familiarize participants in the processing of complaints;
5. engage with the Anti-Red Tape Authority (ARTA) to clarify DepEd-specific concerns;
6. recognize notable RA 11032 Implementers in DepEd; and
7. review the DepEd Citizen’s Charter.

The target participants are the DepEd CART in the Central Office and Sub-CART in regional and schools division offices, as designated in DM-OUHROD-2024-0268 titled *Composition of the DepEd Committee on Anti-Red Tape* (Enclosure No. 1).

Pre-activity registration of in-person and online participants is requested at the link/QR code below; the online meeting link shall be provided only upon registration.

<https://forms.office.com/r/CqjJfPWFxh>



The indicative schedule of activities are as follows:

Schedule	Activity / Topic	Target Participants – In-Person (Bulwagan ng Karunungan, DepEd Central Office)	Target Participants - Online (Field offices)
8:30 – 9:00	• Registration	<ul style="list-style-type: none"> <li>• Members of the DepEd CART in the Central Office (one representative per office)</li> <li>• Members of the Sub-CART in Regional Offices (three representatives each)                             <ol style="list-style-type: none"> <li>1. NCR</li> <li>2. IV-A</li> <li>3. IV-B</li> </ol> </li> <li>• Members of Sub-CART in NCR schools division offices (one representative each)</li> <li>• Members of Sub-CART in SDO Sto. Tomas, a newly-created SDO (two representatives)</li> <li>• CART, National Academy of Sports (three representatives)</li> </ul>	DepEd Sub-CART in regional and schools division offices
9:00 – 9:30	• Preliminaries		
9:30 – 12:00	• Orientation c/o Anti-Red Tape Authority		
12:00 – 1:00	• Lunch break		
1:00 – 2:00	<ul style="list-style-type: none"> <li>• Continuation of Orientation</li> <li>• Awarding of Certificates and Photo Opportunity</li> </ul>		

To accommodate more online participants, offices are encouraged to set-up “viewing sessions” in offices/conference rooms to accommodate more participants to the orientation and email their group photos to the DepEd CART Secretariat.

On the other hand, participation of field offices for the in-person activity at the DepEd Central Office shall be on **official business**.

Certificates of Participation and reference materials shall be provided upon completion of both the registration form and post-activity feedback form. On the other hand, hard copies of Certificates of Recognition for RA 11032 Implementers shall be sent to field offices via courier.

Travel expenses to be incurred by participants shall be charged against their respective local funds, subject the usual accounting and auditing rules and regulations.

For more information on this activity, contact Ms. Diane-Joyce G. Perez, DepEd CART Secretariat through (02) 8633-5375, [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph), or 0929-951-9845 (Viber).

**Copy furnished:**  
Office of the Secretary



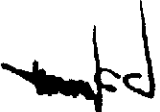
Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0268**

TO : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**All others concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*  
*Vice Chairperson, DepEd Committee on Anti-Red Tape*

SUBJECT : **COMPOSITION OF THE DEPED COMMITTEE ON ANTI-RED TAPE (CART)**

DATE : 19 February 2024

In compliance with Republic Act (RA) No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and Memorandum Circular No. 2023-08 titled *Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07 dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)*, this Order is being issued to reiterate the **Composition of the DepEd Committee on Anti-Red Tape or the DepEd CART**, as previously issued under OO-OSEC-2022-108:

Chairperson:	Secretary of Education (or her designated representative)
Vice Chairperson:	Execom in-charge of Human Resource and Organizational Development
Members:	1. Execom in-charge of Operations and one (1) technical staff 2. Execom in-charge of Administration and one (1) technical staff

	<p>3. Member-units as represented by a Director, one Chief, and at least one technical staff:</p> <ul style="list-style-type: none"> <li>• Administrative Service (AS)</li> <li>• Information and Communication Technology Service (ICTS)</li> <li>• Legal Service (LS)</li> <li>• Planning Service (PS)</li> <li>• Public Affairs Service (PAS)</li> </ul> <p>4. From each CO unit – two (2) representatives each</p>
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Field offices and schools are likewise reminded to have a **DepEd Sub-CART** in place, composed of the following:

	<b>Regional Office</b>	<b>Schools Division Office</b>	<b>School</b>
Chairperson	Regional Director	Schools Division Superintendent	School Head
Members*	At least one representative each: <ul style="list-style-type: none"> <li>• Administrative Division</li> <li>• ICT Unit</li> <li>• Legal Unit</li> <li>• Public Affairs Unit</li> </ul>	At least one representative each: <ul style="list-style-type: none"> <li>• Administrative Service</li> <li>• ICT</li> <li>• Legal</li> <li>• Schools Governance and Operations Division</li> </ul>	At least one (1) each: <ul style="list-style-type: none"> <li>• Teacher-designate</li> <li>• Non-teaching personnel</li> </ul>

*\*Personnel from other functional units may also be invited as Members of the CART, e.g. Regional and Division Public Assistance Coordinators (RPAC/DPAC).*

The CART emphasizes the role of government agencies and the accountability of agency heads to reduce bureaucratic red tape and corruption. Based on the Law, the CART shall be responsible for the implementation of RA 11032, especially the following:

- Reengineering of Systems and Procedures
  - Streamlining and digitization
  - Whole-of-Government Approach
  - Regulatory Management System and Regulatory Impact Assessment
- Registration of new regulations and issuances
- Citizen's Charter
- Zero Contact Policy
- Adoption of working schedules to serve clients
- Identification Card
- Public Assistance and Complaints Desk
- Client feedback mechanism and satisfaction measurement
- Knowledge transfer of ARTA-related trainings
- Dissemination of ARTA information, education, and communication materials for public consumption

The functions, duties, and responsibilities of the DepEd CART are stated in detail in ARTA MC 2023-08, which can be accessed from <https://arta.gov.ph/wp-content/uploads/2023/12/MC-2023-08.pdf>.

Additionally, the responsibilities of DepEd CART within the Department are the following:

- a. coordinate with the ARTA and other stakeholders for RA 11032-related updates and concerns;
- b. lead and allocate funding for RA 11032-related programs, projects, and activities (PPAs);
- c. enlist awareness and support on RA 11032 through information dissemination; and
- d. provide technical assistance on RA 11032-related matters.

The DepEd CART shall be supported by a Secretariat, lodged at the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED), which shall:

- a. provide administrative assistance to the DepEd CART, as needed;
- b. manage the communication channels and database of RA 11032 documents; and
- c. monitor the status of compliance with RA 11032 requirements.

For more information, contact the DepEd CART Secretariat at [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph) or (02) 8633-5375.

Copy furnished:

**OFFICE OF THE SECRETARY**



**Republic of the Philippines**  
**Department of Education**  
 Region XII  
 Schools Division Office of Tacurong City

March 25, 2024

**DIVISION MEMORANDUM**  
 OSDS No. 052, s. 2024

**RECONSTITUTION OF SCHOOL COMMITTEE ON ANTI-RED TAPE (SCART)**

To: Assistant Schools Division Superintendent  
 Chiefs of CID and SGOD  
 Cluster Heads/School Heads  
 Division and School Committee on Anti-Red Tape (CART)  
 Division Office Personnel  
 Teachers and Non-Teaching Personnel  
 All Others Concerned  
 This Division

1. Pursuant to RA No. 11032 titled **Ease of Doing Business and Efficient Government Service Delivery Act of 2018**, and DepEd MEMORANDUM DM-OUHROD-2024-0268, titled **Composition of the DepEd Committee on Anti-Red Tape (CART)**, below are the composition of School CART as submitted by the respective school heads:

<b>EAST CLUSTER</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>Amado Fernandez Sr. Central School</b>		
Chairperson	Memvie L. Alesna	School Head
Members:	Roy E. Soberano	Guidance Coordinator
	Raddy P. Sandig	Administrative Officer II
<b>Pedregosa-Acosta Elementary School</b>		
Chairperson	Jocelyn U. Aradanas	School Head
Members:	Lea P. Monloy	Teacher III
	Jaqueline F. Duadua	Administrative Officer II
<b>Tina Elementary School</b>		
Chairperson	Teofila P. Erolpan	School Head
Members:	Adonis S. Gacho	Master Teacher I
	Chinnie B. Quibuyen	Administrative Officer II
<b>San Emmanuel Elementary School</b>		
Chairperson	Wendy Lynn G. Conejar	School Head
Members:	Ysa Marie Claire D. Cabuga	Guidance Coordinator
	Jaqueline F. Duadua	Administrative Officer II
<b>Casilda P. Venus Elementary School</b>		
Chairperson	Margie C. Narcilla	School Head
Members:	Denmark M. Dominguez	Teacher I
	Jaqueline F. Duadua	Administrative Officer II
<b>San Rafael Elementary School</b>		
Chairperson	Anabel D. Besona	School Head
Members:	Mary Rose M. Velasco	Guidance Coordinator
	Chinnie B. Quibuyen	Administrative Officer II



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<b>Victorina P. Dasmariñas Elementary School</b>		
Chairperson	Rodolfo M. Agon	School Head
Members:	Virma M. Aguilar	Guidance Coordinator
	Chinnie B. Quibuyen	Administrative Officer II

<b>Central Cluster</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>Tacurong Pilot Elementary School</b>		
Chairperson	Ma. Meresa F. Bacea	School Head
Members:	Lodjean P. Pama	Guidance Coordinator
	Charieben B. Sebastian	Administrative Officer II

<b>West Cluster</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>New Isabela Central Elementary School</b>		
Chairperson	Ma. Bella A. Victorio	School Head
Members:	Shirley P. Borrico	Teacher III
	Krizle C. Rosales	Administrative Officer II
<b>Kalandagan Elementary School</b>		
Chairperson	Regina O. Baron	School Head
Members:	Brilin A. Adalin	Master Teacher II
	Merry Ann S. Villamor	Administrative Officer II
<b>J. Hector Lacson Elementary School</b>		
Chairperson	Glenda Rose G. Yasin	School Head
Members:	Jocelyn A. Antonio	Master Teacher II
	Concepcion G. Paclibar	Administrative Officer II
<b>Maria Z. Bayya Elementary School</b>		
Chairperson	Samson M. Tallodar	Principal II
Members:	Elaine Joy L. Aguilar	Teacher II
	Merry Ann S. Villamor	Administrative Officer II

<b>North Cluster</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>Maria A. Montilla Memorial Elementary School</b>		
Chairperson	Charlie G. Braga	Principal II
Members:	Jodel M. Parcon	Teacher I
	Sarah Jane G. Ruelan	Administrative Officer II
<b>Dr. Manuel J. Griño Memorial Central School</b>		
Chairperson	Wilfredo M. Prado	School Head
Members:	Raymond B. Pahate	Teacher II
	Marialina A. Toring	Administrative Officer II
<b>Buenaflor Elementary School</b>		
Chairperson	Mary Grace G. Hilarion	Principal II
Members:	Elaiza Mae P. Gemino	Teacher I
	Daniel E. Costas	Administrative Officer II
<b>New Lagao Elementary School</b>		



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Region XII  
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Chairperson	Melanie B. Delos Santos	Principal I
Members:	Rogie B. Pagayon	Teacher III
	Geosalyn L. Macailing	Administrative Officer II
<b>Abang-Suizo Integrated School</b>		
Chairperson	Ronald A. Pelitro	Asst. School Principal
Members:	Charito D. Gonzaga	Teacher III
	Marialina A. Toring	Administrative Officer II
<b>San Antonio Elementary School</b>		
Chairperson	Christina P. Gaurana	School Principal I
Members:	Jeanette P. Garde	Master Teacher I
	Raiza Grace O. Leynes	Administrative Officer II

<b>South Cluster</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>Josue Alcasid Central Elementary School</b>		
Chairperson	Jeanilyn C. Batchar	School Head
Members:	Jerwin Dale D. Celetaria	Teacher I
	Josie E. Lavallo	Administrative Officer II
<b>Upper Katungal Elementary School</b>		
Chairperson	Faith C. Somcio	Head Teacher II
Members:	Irish C. Navarro	Teacher II
	Josie E. Lavallo	Administrative Officer II
<b>Rajah Muda Elementary School-Main</b>		
Chairperson	Hazel F. Melendres	School Principal I
Members:	Helen H. Gamboa	Master Teacher I
	Doreen Lou J. Estanislao	Administrative Officer II
<b>Rajah Muda Elementary School-Beam</b>		
Chairperson	Romulo C. Ventura	School Head
Members:	Lucy F. Padillo	Master Teacher I
	Doreen Lou J. Estanislao	Administrative Officer II
<b>Lancheta-Magallon Elementary School</b>		
Chairperson	Max Michael L. Padillo	School Head
Members:	Mary Grace D. Arabis	Master Teacher I
	Paulo Miguel C. Segura	Administrative Officer II
<b>Elisa P. Bernardo Memorial Elementary School-Main</b>		
Chairperson	Ma. Elva P. Belgira	School Principal
Members:	Merlene V. Lagsub	Teacher III
	Michelle M. Dorado	Administrative Officer II
<b>Elisa P. Bernardo Memorial Elementary School-Beam</b>		
Chairperson	Nancy D. Castro	School Head
Members:	Arlene P. Dequiña	Teacher II
	Michelle M. Dorado	Administrative Officer II
<b>Lourdes Pama Elementary School</b>		
Chairperson	Joselito B. Pilotos	School Head
Members:	Arjie H. Fernando	Teacher I
	Doreen Lou J. Estanislao	Administrative Officer II



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**Republic of the Philippines**  
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<b>Secondary</b>		
<b>Position</b>	<b>Name</b>	<b>Designation</b>
<b>Apolinario S. Bernardo National High School</b>		
Chairperson	Ma. Teresa H. Ruz	Asst. School Principal I
Members:	Harold L. Reyes	Teacher II
	Glenn daille Joi F. Sajor	Administrative Aide-III
<b>Rajah Muda National High School</b>		
Chairperson	Cesar Q. Antolin	Principal I
Members:	Mila F. Ancheta	Principal I
	Glaiza S. Dasmariñas	Admin. Assistant II
<b>San Emmanuel National High School</b>		
Chairperson	Ramelyn V. Usman	School Principal II
Members:	Ines S. Garcia	Teacher III
	Maricar S. Batislaong	Admin. Assistant II
<b>Tacurong National High School</b>		
Chairperson	Freddie T. Delantar	Principal II
Members:	Jean T. Fermin	Master Teacher II
	Quirico M. Batilaran Jr	SHS Guidance Counselor II
<b>Virginia F. Griño Memorial National High School</b>		
Chairperson	Martin I. Diaz	School Principal II
Members:	Von Ryan A. Berin	Teacher I
	Danilo A. Marbella, Jr	Admin. Assistant II
<b>Upper Katungal National High School</b>		
Chairperson	Riza P. Velasco	OIC-School Principal
Members:	Sheirel G. Gavileño	Teacher III
	Merry Queen S. Quines	Admin. Assistant II
<b>San Pablo National High School</b>		
Chairperson	Ma. Teresita H. Escobia	Principal III
Members:	Dennis B. Rubin	Master Teacher I
	Charmaine Mae H. Gabato	Admin. Assistant II

2. The Division CART has been reconstituted through Division Memorandum OSDS No. 034, s. 2024.
3. The DepEd CART shall be responsible for the implementation of RA 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, especially the following:
  - Reengineering of Systems and Procedures
    - Streamlining and digitalization
    - Whole-of-Government Approach
    - Regulatory Management System and Regulatory Impact Assessment
  - Registration of the new regulations and issuances
  - Citizen's Charter
  - Zero Contact Policy
  - Adoption of working schedules to serve clients
  - Identification Card
  - Public Assistance and Complaints Desk



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- Client feedback mechanism and satisfaction measurement
- Knowledge transfer of ARTA-related trainings
- Dissemination of ARTA information, Education, and communication materials for public consumption

Additionally, the responsibilities of DepEd CART are the following:

- coordinate with the ARTA and other stakeholders for RA 11032-related updates and concerns;
  - lead and allocate funding for RA 11032-related programs, projects, and activities (PPAs);
  - enlist awareness and support on RA 11032 through information dissemination; and
  - provide technical assistance on RA 11032-related matters.
4. All members of the CART are expected to perform their duties and responsibilities and participate in all the activities to be undertaken as required by the Department of Education.
5. Immediate and wide dissemination of this Memorandum to all concerned is highly enjoined.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent 

Enclosure: None  
References: RA No. 11032; DepEd MEMORANDUM DM-OUHROD-2024-0268  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects:

*COMMITTEE                      LAWS                      RECONSTITUTION*

ZBP/ADMIN/OSDS/DM/RECONSTITUTION OF SCHOOL COMMITTEE ON ANTI-RED TAPE (SCART)/MARCH 25, 2024



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