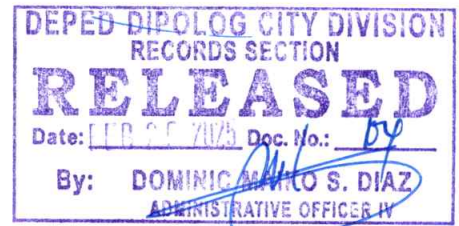




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



February 24, 2025

DIVISION MEMORANDUM

No. 104, s. 2025

RECONSTITUTION OF DEPED SUB-COMMITTEE ON ANTI-RED TAPE (Sub-CART)

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL ELEMENTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
All Others Concerned
This Division

1. In reference to Memorandum DM-OUHROD-2024-0268 or the COMPOSITION OF THE DEPED COMMITTEE ON ANTI-RED TAPE (CART), Field Offices and Schools are reminded to have a DepEd Sub-CART in place 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 (MC) No. 2023-08 titled Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Guidelines on the Designation of a Committee on Anti-Red Tape (CART).
2. Thus, this office requires the **Schools Division Office and all Elementary and Secondary Schools** to have a **DepEd Sub-CART** in place, composed by the following:

Position	Schools Division Office	Schools
Chairperson	Schools Division Superintendent	School Head
Members*	At least one (1) representative each: <ul style="list-style-type: none">• Administrative Service• ICT• Legal• Schools Governance and Operations Division	At least one (1) each: <ul style="list-style-type: none">• Teacher-designate• Non-Teaching Personnel


**Personnel from other functional units may also be invited as members of the CART*

3. Furthermore, this office reconstitutes its CART which shall be composed of the following:

Chairperson	Schools Division Superintendent
Members	OSDS: <ul style="list-style-type: none">• Attorney (Legal)• Accountant III• Administrative Officer V (Budget)• Administrative Officer V (Admin)• Information Technology Officer (ICT)• Administrative Officer IV (Personnel)• Administrative Officer IV (Records)

Chairperson	Schools Division Superintendent
	<ul style="list-style-type: none"> • Administrative Officer IV (Property & Supply)
	CID: <ul style="list-style-type: none"> • Chief Education Supervisor • Education Program Supervisor (LRMDS) • Education Program Supervisor (ALS Coordinator)
	SGOD: <ul style="list-style-type: none"> • Chief Education Supervisor • Senior Education Program Specialist (SMME) • Planning Officer III • Designated Public Affairs Focal Person • Designated Division Information Officer
<p><i>Note: 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.</i></p>	

4. Please refer to Enclosure 1 for the List of Services in the DepEd Citizen's Charter.
5. For any concerns or clarifications, please coordinate with the Division Client Satisfaction Measurement Focal, ALAN D. CHIU, at 0907-054-7070.
6. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

Division	ARTA	CSM
Schools	CART	Citizen's Charter

ADC/20250222-DM-Sub-CART
 February 22, 2025

ENCLOSURE 1: LIST OF SERVICES IN THE DEPED CITIZEN'S CHARTER**SCHOOLS**

External Services	Internal Services
1. Acceptance of Employment Application for Teacher I Position (Walk-in)	16. Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits
2. Acceptance of Employment Application for Teacher I Position (Online)	17. Laboratory and School Inventory
3. Borrowing of Learning Materials from the School Library/Learning Resource Center	18. School Learning and Development
4. Distribution of Printed Self- Learning Modules in Distance Learning Modality	
5. Enrollment (Walk-in)	
6. Enrollment (Online)	
7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Walk-in)	
8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)	
9. Issuance of School Clearance for different purposes	
10. Issuance of School Forms, Certifications, and other School Permanent Records	
11. Public assistance (walk-in/phone call)	
12. Public assistance (email/social media)	
13. Receiving and releasing of communications and other documents	
14. Reservation Process for the Use of School Facilities	
15. Request for Personnel Records for Teaching/Non-Teaching Personnel	

SCHOOLS DIVISION OFFICES

Office/Unit	External Services	Internal Services
Budget Unit	N/A	<ol style="list-style-type: none"> 1. Processing of ORS 2. Posting/Updating of Disbursement
Cash Unit	N/A	<ol style="list-style-type: none"> 1. Handling of Cash Advances
Information and Communications Technology Unit	N/A	<ol style="list-style-type: none"> 1. User Account Management for Centrally Managed Systems 2. Troubleshooting of ICT Equipment 3. Uploading of Publications
Legal Unit	<ol style="list-style-type: none"> 1. Request for Correction of Entries in School Record 	<ol style="list-style-type: none"> 2. Issuance of Certificate of No Pending Case
Office of the Schools Division Superintendent	N/A	<ol style="list-style-type: none"> 1. Issuance of Foreign Official Travel Authority 2. Issuance of Foreign Personal Travel Authority
Personnel Unit	<ol style="list-style-type: none"> 1. Acceptance of Employment Application for Initial Evaluation (Teaching Position) 2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry) 	<ol style="list-style-type: none"> 3. Application for ERF (Equivalent Record Form) 4. Application for Leave 5. Application for Retirement 6. Issuance of Certificate of Employment 7. Issuance of Service Record 8. Loan Approval and Verification 9. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer) 10. Processing of Terminal Leave Benefits 11. Request for Correction of Name and Change of Status
Property and Supply Unit	<ol style="list-style-type: none"> 1. Inspection, Acceptance, and Distribution of Textbooks, Supplies, and Equipment 	<ol style="list-style-type: none"> 2. Requisition and Issuance of Supplies 3. Property and Equipment Clearance Signing
Records Unit	<ol style="list-style-type: none"> 1. Issuance of Requested Documents (Non-CTC) 2. Issuance of Requested Documents (CTC and Photocopy of Documents) 3. Certification, Authentication, Verification (CAV) 	N/A

Office/Unit	External Services	Internal Services
Curriculum Implementation Division	<ol style="list-style-type: none"> 4. Receiving and Releasing of Communication and other Documents 5. Receiving of Complaints against Non-Teaching Personnel 6. Receiving of Complaints against Teaching Personnel (Multi-stage Processing) 	<ol style="list-style-type: none"> 4. Program Workflow of Submission of Contextualized Learning Resources 5. Quality Assurance of Supplementary Learning Resource
SGOD - Planning and Research Section	<ol style="list-style-type: none"> 1. Request for Basic Education Data (from external stakeholders) 	<ol style="list-style-type: none"> 2. Request for Basic Education Data (Internal Stakeholder) 3. Request for Data for EBEIS/LIS/NAT and Performance Indicators
SGOD - School Management, Monitoring, and Evaluation Section	<ol style="list-style-type: none"> 1. Issuance of Government Permit, Renewal, Recognition of Private Schools 2. Issuance of Special Orders for the Graduation of Private School Learners 3. Application for SHS Additional Track/Strand 4. Application for Summer Permit for Private Schools 5. Application for No Increase in Tuition Fee 6. Application for Increase in Tuition Fee 	N/A

