



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
OSDS-2024-0053

TO : Assistant Schools Division Superintendent  
Chief Curriculum Implementation Division  
Chief Schools Governance and Operations Division  
Committee on Anti-Red Tape (CART)  
All Concerned

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

DATE : March 26, 2024

Herewith is Memorandum DM-OUHROD-2024-0543 dated March 20, 2024, from the office of 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, relative to the **FY 2024 ORIENTATION ON THE IMPLEMENTATION OF RA 11032 IN THE DEPARTMENT OF EDUCATION**

In view of this, the Committee on Anti-Red Tape (CART) and all concerned are invited to the orientation on April 2, 2024, from 8:30 am to 2:00 pm. Further, participants are requested to register through the link: <https://forms.office.com/r/JfPWFxh>, The meeting link shall be provided only upon registration. Please see the attached Memorandum for details.

Immediate Dissemination of this memorandum is desired.

  
**JINKY B. NIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

MAR 27 2024

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed: As stated  
OSDS/RS/reg/nnp



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
Email: panabocity.division@deped.gov.ph

DepEd Panabo:  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.






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	• Members of the DepEd CART in the Central Office (one representative per office)	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	• Members of the Sub-CART in Regional Offices (three representatives each) 1. NCR 2. IV-A 3. IV-B	
12:00 – 1:00	• Lunch break	• Members of Sub-CART in NCR schools division offices (one representative each)	
1:00 – 2:00	• Continuation of Orientation • Awarding of Certificates and Photo Opportunity	• Members of Sub-CART in SDO Sto. Tomas, a newly-created SDO (two representatives)  • CART, National Academy of Sports (three representatives)	

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

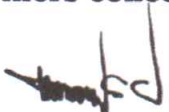


Republika ng Pilipinas  
**Department of Education**

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**