



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2025-0104

To : **BASILIO P. MANA-AY Jr., Assistant Schools Division Superintendent**  
**AILENE B. AÑONUEVO, Ph.D – SGOD Chief**  
**ATTY. ANALENE D. VILLANUEVA, Legal Officer**  
**RAUL E. GACUS, Administrative Officer V**  
**TYRON O. DUJALI, IT Officer**  
**DEARLY MAE B. CABOTE, Admin. Assistant III**

Subject: **CONSTITUTION OF THE SUB-COMMITTEE ON ANTI-RED TAPE (Sub-CART)**

Date : **July 30, 2025**

1. Pursuant to DepEd Central Office Memorandum DM-OUHROD-2024-0268, dated February 19, 2024 re: Composition of the DepEd Committee on Anti-Red Tape (CART), the Division Sub-Committee on Anti-Red Tape Act (Sub-CART) is hereby constituted as follows, effective immediately.

**Chairperson:** **JINKY B. FIRMAN**, Schools Division Superintendent  
**Members:** **AILENE B. AÑONUEVO**, SGOD Chief  
**ATTY. ANALENE D. VILLANUEVA**, Legal Officer  
**RAUL E. GACUS**, Admin. Officer V for Admin. Services  
**TYRON O. DUJALI**, IT Officer  
**Secretariat:** **DEARLY MAE B. CABOTE**, Admin. Assistant III


2. The CART Central Office emphasizes the role of government agencies and the accountability of agency heads to reduce bureaucratic red tape and corruption. The CART shall be responsible for the implementation of RA 11032, especially the following:
  - Re-engineering of systems and Procedures
  - Registration of new regulations and issuances
  - Citizen's Charter



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
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- 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

3. For your guidance and widest dissemination.

  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

Enclosed: as stated  
OSDS/sds/ncm

**RELEASED**

**JUL 31 2025**

RECORDS SECTION SDSO PANABO CITY  
BY 



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