



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 22, 2024

DIVISION MEMORANDUM

No. 081, series of 2024

REMINDER TO COMPLY WITH THE REQUIREMENTS UNDER R.A. 11032 AND ITS TIMELINE OF SUBMISSION

TO: Assistant Schools Division Superintendent
Office of the CID
Office of the SGOD
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to R.A. 11032 or The Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations, all School Heads are reminded to comply with the required documents and its timely submission for SY 2023.
2. The deadline and manner of submission of the said required documents are as follows:

Compliance	Timeline of Submission	Manner of Submission
CART Directory	Resubmission in case of changes in the composition	Send thru google forms link at: https://bit.ly/CalbayogSchoolCART
Citizen's Charter	At any time that the updates/revisions are incorporated	Upload in-text searchable PDF format at: https://bit.ly/depedcalbayogCC

3. The composition of **CART (Committee on Anti-Red Tape)** shall be as follows:



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ROLE	POSITION
Lead Members	School Head At least One (1) Teacher-designate & One (1) Non-Teaching Personnel

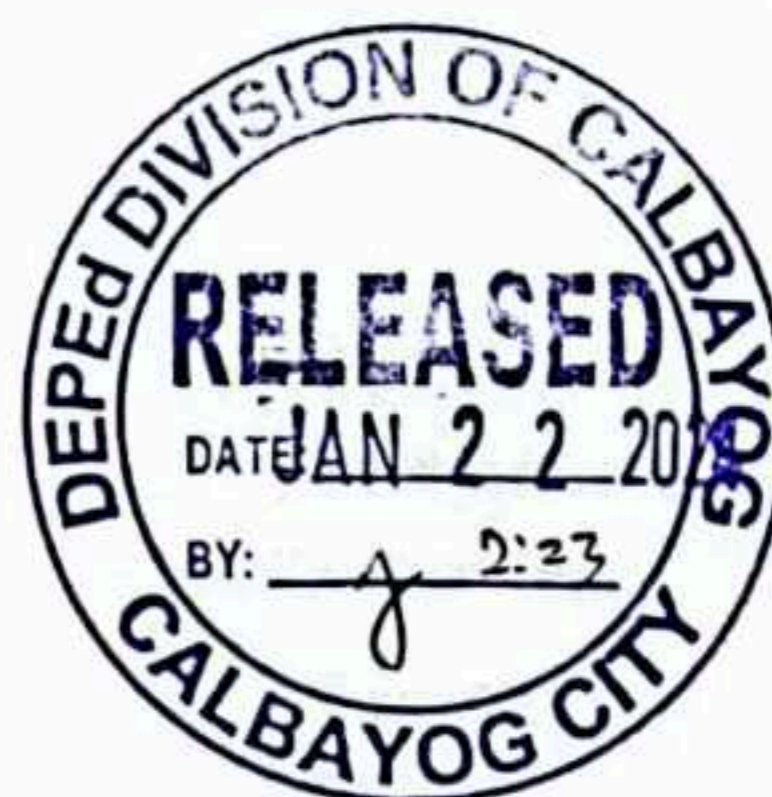
The Committee is tasked to ensure compliance with the requirements under the RA11032 and its IRR, particularly:

- The Citizen's Charter (CC) and Certificate of Compliance
- Committee on Anti-Red Tape (CART)
- Client Satisfaction Measurement Report (CSMR)
- Zero Backlog Report

4. All SDO unit/section heads are also directed to submit a backlog report for 2023 in relation to their respective basic services to be uploaded at <https://bit.ly/depedcalbayogCC> (Backlog Report folder).

5. For the information of all concerned and immediate dissemination.


MARGARITO A. CADAYONA, JR., Ph.D., CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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