



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

June 24, 2025

DIVISION MEMORANDUM
PRS-2025- 298

**UPDATED COMPOSITION OF THE DEPARTMENT OF EDUCATION SCHOOLS
 DIVISION OF CALBAYOG CITY SUB-COMMITTEE
 ON ANTI-RED TAPE (SUB-CART)**

To : Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Unit/Section Heads
 All Others Concerned

1. Pursuant to Division Memorandum No. 193, s. 2025, titled "Composition of the DepEd Committee on Anti-Red Tape," this Office hereby announces the revised composition of the Department of Education Sub-Committee on Anti-Red Tape (Sub-CART) for the Schools Division of Calbayog City. The members are as follows:

	Name	Title/Designation
Chairperson	Dr. Margarito A. Cadayona Jr.	OIC-Schools Division Superintendent
Members	Dr. Jun-Nilou D. Dulfo	OIC-Asst. Schools Division Superintendent
	Dr. Avelina P. Tupa	OIC-SGOD Chief
	Atty, Rhea P. Aguado	OIC-Legal Officer
	Galina V. Panela	Senior Education Program Specialist/DIO/DPAC
	Gary H. Ballon	Information Technology Officer
	Grace S. Pagunsan	Administrative Officer V
Member/Focal Person	Jennifer C. Alvarez	Human Resource Designate

2. All other provisions of Division Memorandum No. 193, s. 2025 that are consistent with this issuance shall remain valid and in effect.

3. Immediate dissemination this Memorandum is desired.



For:
MARGARITO A. CADAYONA JR., PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Enclosure: None
 Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
 SUB-CART ANTI-RED TAPE EMPLOYEES

SGOD-PRS-GVP





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

April 7, 2025

DIVISION MEMORANDUM

No. 193, s. 2025

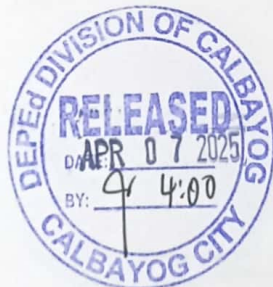
COMPOSITION OF THE DEPED COMMITTEE ON ANTI-RED TAPE (CART)

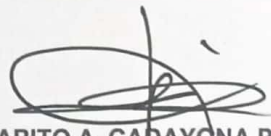
To: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD & CID)
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

- In compliance with Republic Act (RA) No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and Memorandum Circular No. 2023-08, which amends certain provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07, this Division Memorandum reiterates the composition of the Division Committee on Anti-Red Tape (Division CART) in alignment with DepEd Memorandum-OUHROD-2024-0268 and existing national directives under 00-OSEC-2022-108. This ensures continued adherence to ARTA policies and the efficient delivery of services with the Division. Composition of the DepEd Committee on Anti-Red Tape (DepEd CART) shall be as follows:

SDO of Calbayog City Committee on Anti-Red Tape (CART)		
Designation	Name	Position
Chairperson	Dr. Margarito A. Cadayona Jr	OIC – Schools Division Superintendent
Members	Dr. Avelina P. Tupa	OIC – SGOD Chief
	Atty. Rhea P. Aguado	Legal Officer Designate
	Galina V. Panela	Senior Education Program Specialist
	Mr. Gary Ballon	Information Technology Officer
	Grace S. Pagunsan	Administrative Officer V

- Schools are likewise to have a DepEd Sub-CART in place, with the School Head being the Chairperson. Members should include at least one Teacher-Designate and one non-teaching personnel. The committee is tasked to ensure compliance with the requirements under RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Please refer to the attached memo for detailed guidelines and requirements.
- Immediate dissemination of and compliance with this Memorandum are desired.




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



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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 24, 2025

REGIONAL MEMORANDUM

No. **330** s. 2025

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

To: Schools Division Superintendents
School Heads
All Others Concerned

- 1. Attached is Memorandum DM-OUHROD-2024-0269 dated 19 February 2024 from the Office of the Undersecretary Wilfredo E. Cabral of the Human Resource and Organizational Development on the Composition of the DepEd Committee on Anti-Red Tape (CART).
- 2. The Schools Division Superintendents and School Heads are reminded to ensure that the DepEd Sub-CART is in place in their respective Offices. 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-2023-089.pdf>.
- 3. Immediate dissemination of and strict compliance with this Memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO III

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
Regional Director

RECORDED
330

By: *[Signature]* Date: 3/24/25

Enclosure: None
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
ARTA DepEd CART

AD-EEC



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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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

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Effectivity	03.23.23	Page	1 of 3



	<p>3. Member-units as represented by a Director, one Chief, and at least one technical staff:</p> <ul style="list-style-type: none"> • Administrative Service (AS) • Information and Communication Technology Service (ICTS) • Legal Service (LS) • Planning Service (PS) • Public Affairs Service (PAS) <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:

	Regional Office	Schools Division Office	School
Chairperson	Regional Director	Schools Division Superintendent	School Head
Members*	At least one representative each: <ul style="list-style-type: none"> • Administrative Division • ICT Unit • Legal Unit • Public Affairs Unit 	At least one 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, 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 or (02) 8633-5375.

Copy furnished:

OFFICE OF THE SECRETARY