



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 30, 2026

DIVISION MEMORANDUM

No. 390, s. 2026

**UPDATED COMPOSITION OF THE DIVISION SUB-COMMITTEE
ON ANTI-RED TAPE (SDO SUB-CART) FOR CY 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned

1. In compliance with Republic Act No. 11032 known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and Memorandum from the Office of the Undersecretary DM-OUHRODI-2026-2475, titled Submission of the List of DepEd Committee on Anti-Red Tape and Sub-CART Members, this Office informs all concerned the composition of Schools Division Office Sub-committee on Anti-Red Tape as follows:

Chairperson: **JAY S. MONTEALTO, CESO V**
Schools Division Superintendent

Co-Chair: **AURELIO A. SANTISAS, CESO IV**
Assistant Schools Division Superintendent

Members: **SHERLITO E. SAGAPSAPAN**, CHIEF ES (SGOD)
VICENTE JOSE V. SUAREZ, CHIEF ES (CID)
ATTY. TRIZIA GLAE R. TUBUNGBANUA-CHAN, Attorney III
LOURENCE N. REYES, Information Technology Officer
ANTHON JOHN S. SORIANO, Planning Officer III
GEORDITO T. OLARIO, Administrative Officer V (A/S)

Secretariat: **NUEVA A. ANDAG**, Senior Education Program Specialist
CYNTHIA O. DALMAN, Administrative Officer IV (Records)
CYRILLYN A. MAYLON, Administrative Assistant I

Whereas, the following shall compose the School CART:

Lead: School Head
Members: Teacher-designate (1)
Non-Teaching Personnel (1)
Secretariat: One per school



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2. The following are the functions of SDO Sub-CART:
 - a. Coordinate with the ARTA and other stakeholders for RA 11032 - related updates and concerns;
 - b. Facilitate compliance with RA 11032 requirements such as the Citizen's Charter, Client Satisfaction Measurement Report, Zero Backlog Program, and Agency Action Plan;
 - c. Lead and or allocate funding for RA 11032-related programs, projects, and activities (PPAs)
 - d. Enlist awareness and support on RA 11032 through information dissemination; and
 - e. Provide technical assistance on RA 11032-related matters.
3. The secretariat shall perform the following tasks:
 - a. Update and maintain the posted Citizen's Charter;
 - b. Provide technical assistance in generating, consolidating, and monitoring the monthly Client Satisfaction Measurement (CSM) reports; and
 - c. Assist in the preparation and submission of reports and other documentary requirements.
4. Immediate and strict compliance of this Memorandum is desired.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

