



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

Office of the Schools Division Superintendent

13 February 2023

**DIVISION MEMORANDUM**

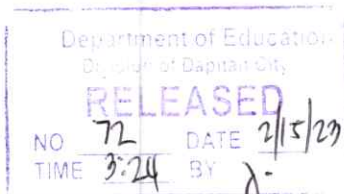
No. 72, s. 2023

**CONSTITUTION OF COMMITTEE ON ANTI-RED TAPE (CART)**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary/Secondary Schools Administrators  
 OSDS Section Heads  
 All Others Concerned

1. In accordance with Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-07 s. 2020 re: *Guidelines on the Designation of a Committee on the Anti-Red Tape (CART) in the Agencies Concerned in Compliance with Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2020, and its Implementing Rules and Regulations (IRR)*, this Office informs the field of the constitution of the Division Committee on Anti-Red Tape as follows:

- |                  |   |   |                                     |
|------------------|---|---|-------------------------------------|
| Chairperson      | - | Felix Romy A. Triambulo, CESO V<br>Schools Division Superintendent          |                                     |
| Vice Chairperson | - | Rosalio B. Conturno, Jr.<br>OIC - Assistant Schools Division Superintendent |                                     |
| Members          | - | Ella Grace M. Tagupa<br>CES, CID  | Sherlito E. Sagapsapan<br>CES, SGOD |
|                  |   | Geordito T. Olario<br>Administrative Officer V                              | Olga P. Miranda<br>Accountant III   |
|                  |   | Anthon John S. Soriano<br>Planning Officer III                              | Lauriel A. Balucan<br>ITO - I       |
|                  |   | Michelle V. Torres<br>Senior Education Program Specialist II                |                                     |
| Secretariat      | - | Cynthia O. Dalman<br>Administrative Officer IV                              | Head Secretariat                    |





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	Arni G. Jauculan Administrative Assistant II	-	Member
	Meche M. Pacho Administrative Assistant VI	-	Member
Focal Person	- Geordito T. Olario Administrative Officer V		

2. The CART shall ensure that their agency shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the conduct of the following:

2.1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, and reengineering the same;

2.2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:

2.2.1. Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;

2.2.2. Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);

2.2.3. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;

2.2.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;

2.2.5. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;

2.2.6. Submit an inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).





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- 2.3. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff within sixty (60) days from the end of the training;
- 2.4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
  - 2.4.1. UP Office of National Administrative Register (UP ONAR), and
  - 2.4.2. Official Gazette for publication
- 2.5. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance to the prescribed template issued by the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
- 2.6. Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
- 2.7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
- 2.8. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
- 2.9. Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law;
- 2.10. Develop and foster a client feedback mechanism and client satisfaction measurement;
- 2.11. Report to the Authority not later than the last working day of January of each year the results of the Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority;
- 2.12. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanisms where clients may adequately express their complaints, comments, or suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the







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Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;

2.13. Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under RA No. 11032, its IRR, and other issuances by the Authority. The CART must facilitate and assist various departments and offices involved during the development and

implementation of e-BOSS, including logistical and personnel requirements, security of the system, development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;

2.14. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;

2.15. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.


Immediate and wide dissemination of this Memorandum is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

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