



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

0732

Office of the Schools Division
Superintendent

JUN 20 2025

MEMORANDUM

**COMPOSITION OF SDO MUNTINLUPA SUB-COMMITTEE ON ANTI-RED TAPE
(SUB-CART) FOR F.Y. 2025**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. 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), and *Memorandum DM-OUHROD-2025-1479*, this Office hereby creates the SDO Muntinlupa Sub-Committee on Anti-Red Tape (Sub-CART)

2. Thus, the CART is composed of the following:

Chairperson: **Violeta M. Gonzales, CESO V**
OIC- Schools Division Superintendent

Members: **Ma. Regaele A. Olarte**
OIC-SGOD Chief

Lourdes V. Rodilla
AO IV / Records Officer

Atty. Erness Faith J. Regacho-Espanto
Attorney III

3. This Office likewise nominates **Ms. May L. Borjal** as the Sub-CART Representative for SDO Muntinlupa.

4. All public schools are hereby directed to form a school Sub-CART in place, pursuant to DepEd Memorandum No. 040, s. 2025, likewise attached to this memorandum.

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. 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>.
6. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:


LILIA A. RICERO

OIC - Assistant Schools Division Superintendent
Officer-In-Charge

Enclosure: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

COMMITTEE

EFJRE / **COMPOSITION OF SDO MUNTINLUPA SUB-COMMITTEE ON ANTI-RED TAPE (Sub-CART)**
265 June 19, 2025

UN-2025-265




JUN 17 2025

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2025- 513

TO : **SCHOOLS DIVISION SUPERINTENDENTS
HEADS OF PUBLIC SCHOOLS**

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **Reminder to comply with the submission of the list of
DepEd Committee on Anti Red Tape (CART) and Sub CART
Members for FY 2025**

DATE : June 13, 2025

1. Attached is Memorandum *DM-OUHROD-2025-1479* issued by Hon. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Vice Chairperson, DepEd Committee on Anti-Red Tape, dated June 09, 2025, relative to the above subject, for compliance.
2. Submission should be done before July 15, 2025 through the link provided therein.
3. The reminder in the penultimate paragraph should be observed.



Address: 6 Misamis St. Bago Bantay, Quezon City
Email Address: asd.ncr@deped.gov.ph
Website: depedncr.com.ph



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-147


**FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
*Undersecretary
Human Resource and Organizational Development
Vice Chairperson, DepEd Committee on Anti-Red Tape*

SUBJECT : SUBMISSION OF THE LIST OF DEPED COMMITTEE ON ANTI-RED TAPE (CART) AND SUB-CART MEMBERS FOR FY 2025

DATE : 09 June 2025

Relative to the issuance of DepEd Memorandum (DM) No. 040, s. 2025 titled *Updated Composition of the Department of Education Committee on Anti-Red Tape in the Central Office and Sub-CART in Field Offices and Schools* dated 28 April 2025, these offices are requested to comply with the following:


Governance Level	Action Requested	Link / QR Code
Central Office (CO)	<ul style="list-style-type: none"> Nomination of one (1) representative per office/bureau/division/service/unit and submit the names of designated CART members based on DM No. 040, s. 2025 in the link provided 	bit.ly/2025DepEdCART 
Regional Office (RO)	<ul style="list-style-type: none"> Regional Director to issue an office order (OO) designating the Sub-CART in the RO based on DM 040, s. 2025 Nominate one (1) representative per RO and submit the List of Sub-CART in the RO and upload the copy of the OO in the link provided 	



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Doc. Ref. Code	CO-OUHROD-FC02	Rev	00
Effectivity	03.23.23	Page	1 of 2



Schools Division Office (SDO)	<ul style="list-style-type: none"> • Schools Division Superintendent to issue an OO designating the Sub-CART in the SDO and reminding schools to designate their Sub-CART based on DM 040, s. 2025 • Nominate one (1) representative per SDO and submit the List of Sub-CART in the SDO and upload the copy of the OO in the link provided 	
School	<ul style="list-style-type: none"> • <i>While schools are not required to release an issuance and submit the composition of their Sub-CART, School Heads and Teachers-in-Charge are requested to designate Sub-CART members in their school for easier coordination with SDOs for RA 11032-related concerns</i> 	bit.ly/2025DepEdCARTSchools 

The deadline for submission of the List of CART / Sub-CART on the link is **on or before 15 July 2025**.

It shall be reiterated that all governance levels shall not make individual submissions of the list of their CART/Sub-CART directly to the Anti-Red Tape Authority (ARTA). Submissions shall be collated by the DepEd CART Secretariat in the Central Office in one agency-wide report, to be signed by the DepEd Secretary or his designated representative and forwarded to the ARTA.

For more information on this issuance, contact the DepEd CART Secretariat, Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) at citizenscharter@deped.gov.ph or (02) 8633-5375.

Enclosure: DM No. 040, s.2025

Copy furnished:
Office of the Secretary, Department of Education



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **040**, s. 2025

APR 28 2025

**UPDATED COMPOSITION OF THE DEPARTMENT OF EDUCATION COMMITTEE
ON ANTI-RED TAPE IN THE CENTRAL OFFICE AND SUB-CART
IN FIELD OFFICES AND SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. 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 (MC) No. 2023-08, s. 2023 titled Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-07 dated September 30, 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART), the Department of Education (DepEd) issues this Memorandum to update the **Composition of the DepEd Committee on Anti-Red Tape (CART) and Sub-CART**:

Table 1: DepEd CART (Central Office [CO]) <i>based on Section 3.2 (6.1 – Composition) of MC 2023-08, s. 2023</i>	
Chairperson	Secretary of Education
Vice Chairperson	Executive Committee (ExeCom) in charge of Human Resource and Organizational Development
Members	<ol style="list-style-type: none">1. ExeCom in charge of Senior Personnel Oversight and Head of Procuring Entity (HoPE)2. ExeCom in charge of Government Relations, Field Operations, and Infrastructure Oversight3. ExeCom in charge of Strategic Management4. ExeCom in charge of Legal and Legislative Affairs5. ExeCom in charge of Information and Communication Technology Service (ICTS)6. Member units as represented by the Director of the following:<ul style="list-style-type: none">• Administrative Service (AS)• Bureau of Human Resource and Organizational Development (BHROD)• ICTS• Legal Service (LS)• Policy and Planning Service (PPS)• Public Affairs Service (PAS)7. From each CO office - Head of Office and one permanent employee
Secretariat	8. BHROD-Organization Effectiveness Division (BHROD-OED)

2. Field offices and schools are likewise reminded to have a **DepEd Sub-CART** in place, composed of the following, which are focal persons for each governance level:

Table 2: DepEd Sub-CART (Field Offices and Schools)			
	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 • Quality Assurance Division 	At least one representative each: <ul style="list-style-type: none"> • Administrative Service • ICT • Legal • Schools Governance and Operations Division 	Nonteaching personnel

3. A separate issuance shall be released to provide guidance on the issuance of office orders designating the composition of the DepEd Sub-CART by schools division superintendents and regional directors. Since the Sub-CARTs form part of the DepEd CART, they are subject to the control and supervision of the DepEd CART.

4. 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:

- a. Reengineering of Systems and Procedures,
- b. Streamlining and digitization,
- c. Whole-of-Government Approach,
- d. Regulatory Management System and Regulatory Impact Assessment,
- e. Registration of new regulations and issuances,
- f. Citizen's Charter,
- g. Zero Contact Policy,
- h. Adoption of working schedules to serve clients,
- i. Identification Card,
- j. Public Assistance and Complaints Desk,
- k. Client feedback mechanism and satisfaction measurement,
- l. Knowledge transfer of ARTA-related trainings, and
- m. Dissemination of ARTA information, education, and communication materials.

5. The functions, duties, and responsibilities of the DepEd CART are stated in detail in ARTA MC 2023-08, which may be accessed at <https://arta.gov.ph/wp-content/uploads/2023/12/MC-2023-08.pdf>.

6. In relation to ARTA MC 2023-08, the following are the additional responsibilities of DepEd CART and 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.
7. The DepEd CART shall be supported by a Secretariat, lodged at the BHROD-OED, which shall
- a. provide administrative assistance to the DepEd CART,
 - b. manage communication channels and database of RA 11032 documents, and
 - c. monitor the status of compliance with RA 11032 requirements.
8. An online orientation on RA 11032 shall be conducted by the DepEd CART by the third quarter of 2025 to strengthen compliance with the Act at all governance levels.
9. All other issuances, rules, and regulations which are inconsistent with the provisions of this Memorandum are repealed accordingly.
10. For more information, please contact the **DepEd CART Secretariat**, BHROD-OED, Room 416, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, through email at citizenscharter@deped.gov.ph or at telephone number (02) 8633-7206.
11. Immediate dissemination of this Memorandum is desired.



SONNY ANGARA
Secretary

Reference:

Office Order OO-OSEC-2022-108

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
SCHOOLS

