



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



10 Jul 2025

**DIVISION MEMORANDUM**

No. 259, s. 2025

**RECOMPOSITION OF THE COMMITTEE ON THE ANTI-RED TAPE (CART) IN  
THE SCHOOLS DIVISION OFFICE OF LUCENA CITY**

**TO:** Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Public Schools District Supervisors  
Education Program Supervisors  
Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the issuance of **Regional Memorandum No. 488 s. 2025** titled **Submission of the List of DepEd Committee on Anti-Red Tape (CART) and Sub-CART Members for FY 2025** dated June 30, 2025, this Office reiterates the designated Sub-CART Members of the Schools Division Office of Lucena City.
2. The Schools Division Office of Lucena City Sub-CART Members is composed of the following:

Chairperson: **SUSAN DL. ORIBIANA**  
Schools Division Superintendent

Members: **BENJIE C. RIVERA**  
Administrative Officer V  
Administrative Services Section

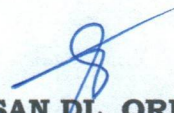
**CRISTINA B. ROGELIO**  
Information Technology Officer I  
Information & Communication Technology Unit

**ANA KARMELA S. AMANTE-VERGARA**  
Attorney III  
Legal Unit

**KARINA R. BAUTISTA**  
Education Program Supervisor  
School Governance and Operations Division



3. The functions, duties and responsibilities of the CART are indicated in **Section 3.3 of ARTA Memorandum Circular No. 2023-08 series of 2023** dated November 22, 2023, a copy of which is hereto attached.
4. Immediate dissemination of this memorandum is desired.

  
**SUSAN D.L. ORIBIANA**  
Schools Division Superintendent

Encl: As stated

References:

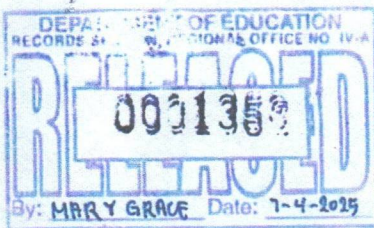
Regional Memorandum No. 488 s. 2025 – Submission of the List of DepEd Committee on Anti- Red Tape (CART) and Sub-CART Members for FY 2025

ARTA Memorandum Circular No. 2023-08 s. 2023 - Amendment on Certain Provisions of Anti-Red Tape Authority Memorandum Circular No. 2020-07 Dated 30 September 2020 Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)

OSDS/PROPER / BCR /  
012 / 07/10/2025

DM - RECOMPOSITION OF THE COMMITTEE ON THE ANTI-RED TAPE (CART) IN THE  
SCHOOLS DIVISION OFFICE OF LUCENA CITY





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel-RM-2025-488

30 June 2025

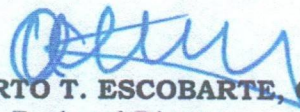
**Regional Memorandum**

No.488 s.2025

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

**To**            **Regional Office Officials and Employees**  
                 **Schools Division Superintendents**  
                 **All Others Concerned**

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-2100 dated June 9, 2025 signed by **Dir. WILFREDO E. CABRAL**, Undersecretary for Human Resource and Organizational Development, DepEd Central Office, titled **"SUBMISSION OF THE LIST OF DEPED COMMITTEE ON ANTI-RED TAPE (CART) AND SUB-CART MEMBERS FOR FY 2025."**
2. With the foregoing, the Regional Office and Schools Division Offices are requested to designate Sub-CART members relative to the Issuance of DepEd Memorandum 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," and submit a copy of the Office Order thru <https://bit.ly/2025DepEdCART>
3. Schools are not required to release an issuance and submit the composition of their Sub-cart. However, 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 thru <https://bit.ly/2025DepEdCARTSchools>.
4. The deadline of submission of the List of CART/Sub-CART is **on or before July 15, 2025**.
5. For more information on this issuance, please contact the DepEd CART Secretariat, Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) at [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph) or (02) 8633-5375.
6. Immediate dissemination of this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

*P4*  
08C/ROA/P4



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



ORD-UM01-2025-564

### MEMORANDUM

DM-OUHROD-2025- 1479


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"><li>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</li></ul>	<a href="https://bit.ly/2025DepEdCART">bit.ly/2025DepEdCART</a> 
Regional Office (RO)	<ul style="list-style-type: none"><li>Regional Director to issue an office order (OO) designating the Sub-CART in the RO based on DM 040, s. 2025</li><li>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</li></ul>	



Schools Division Office (SDO)	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>	
School	<ul style="list-style-type: none"> <li><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></li> </ul>	<a href="https://bit.ly/2025DepEdCARTSchools">bit.ly/2025DepEdCARTSchools</a> 

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](mailto: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**:

<b>Table 1: DepEd CART (Central Office [CO])</b> <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"><li>ExeCom in charge of Senior Personnel Oversight and Head of Procuring Entity (HoPE)</li><li>ExeCom in charge of Government Relations, Field Operations, and Infrastructure Oversight</li><li>ExeCom in charge of Strategic Management</li><li>ExeCom in charge of Legal and Legislative Affairs</li><li>ExeCom in charge of Information and Communication Technology Service (ICTS)</li><li>Member units as represented by the Director of the following:<ul style="list-style-type: none"><li>Administrative Service (AS)</li><li>Bureau of Human Resource and Organizational Development (BHRD)</li><li>ICTS</li><li>Legal Service (LS)</li><li>Policy and Planning Service (PPS)</li><li>Public Affairs Service (PAS)</li></ul></li><li>From each CO office - Head of Office and one permanent employee</li></ol>
Secretariat	8. BHRD-Organization Effectiveness Division (BHRD-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:

<b>Table 2: DepEd Sub-CART (Field Offices and Schools)</b>			
	<b>Regional Office</b>	<b>Schools Division Office</b>	<b>School</b>
<b>Chairperson</b>	Regional Director	Schools Division Superintendent	School Head
<b>Members</b>	At least one representative each: <ul style="list-style-type: none"> <li>• Administrative Division</li> <li>• ICT Unit</li> <li>• Legal Unit</li> <li>• Public Affairs Unit</li> <li>• Quality Assurance Division</li> </ul>	At least one representative each: <ul style="list-style-type: none"> <li>• Administrative Service</li> <li>• ICT</li> <li>• Legal</li> <li>• Schools Governance and Operations Division</li> </ul>	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:

- 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, and
- Dissemination of ARTA information, education, and communication materials.

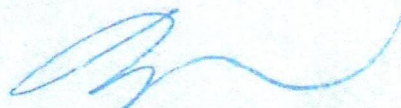
5. The functions, duties, and responsibilities of the DepEd CART are stated in detail in ARTA MC 2023-08, which may be accessed at <https://arta.gov.ph/wp-content/uploads/2023/12/MC-2023-08.pdf>.

6. In relation to ARTA MC 2023-08, the following are the additional responsibilities of DepEd CART and Sub-CART:

- 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](mailto: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

