



Republic of the Philippines
Department of Education
 REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
 Superintendent

17 May 2023

DIVISION MEMORANDUM
 OSDS No. **053**, s. 2023

DESIGNATION OF COMMITTEE ON ANTI-RED TAPE (CART)

To: Assistant Schools Division Superintendent
 Division Chiefs (CID, SGOD)
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 Section/Unit heads
 All Others Concerned

1. In compliance with Republic Act (RA) No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", and Its Implementing Rules (IRR) and Memorandum Circular No. 2022-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022, this division hereby creates the **Division Committee on Anti-Red Tape (CART)**.

2. The Schools Division Office CART is composed of the following:

DESIGNATION	NAME	POSITION
Chairperson:	LEONARDO M. BALALA, CESE	SDS
Vice Chairperson:	JASMIN P. ISLA	ASDS
Members:	CRISTOPHER T. FRUSA	SGOD CHIEF
	DR. LALAINÉ SJ. MANUNTAG	CID CHIEF
	VINCENT P. CELDA	ITO
	RONALD JIM S. SOMERA	AO V
	ARLENE L. ALBUNA	AO IV (PERSONNEL) ATORNEY III/LEGAL OFFICER

3. Functions, Duties and Responsibilities

RECEIVED 18 MAY 2023
 2:32pm

The CART shall ensure agency compliance with the requirements of RA No. 11032, its IRR and subsequent issuances by the Anti-Red Tape Authority.

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

3.1 Conduct evaluation and improvement of all the agency's services, and reengineering the same;

3.2 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 training;

3.3 Monitor and periodically review the office Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;

3.4 Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;

3.5 Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032;

3.6 Develop and foster a client feedback mechanism and client satisfaction measurement;

3.7 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;

3.8 Establish and manage public assistance complaints desk 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 Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient; and

3.9 Perform such other functions, duties and responsibilities.

4. All concerned school heads are likewise directed to designate their respective School CARTs and furnish the Schools Division Office an electronic copy of the designation order, including the CART members' contact number and email addresses, through this link:

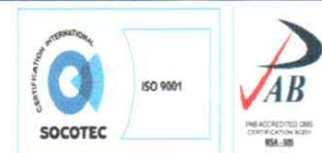
SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

<https://bit.ly/SDSoCotCART>. File name shall follow this format: School Name_CART Order. The said designation order together with CART members' contact numbers and email addresses shall be submitted not later than **May 19, 2023**.

5. Suggested composition of the School CART shall be: the school head as the LEAD/Chairperson of the CART. Members shall be composed of a Teacher designated School Guidance Counselor, Teaching personnel and/or Master Teacher and a non-teaching personnel.

6. Immediate dissemination and compliance with this Memorandum are directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None
Reference: RA 11302, IATF MC 2022-1
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE DESIGNATION
SERVICE

RJS/DM-designation of committee on anti-red tape (CART)
0000/May 17, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph

