



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

**Office of the Schools Division  
Superintendent**

**07 May 2025**

DIVISION MEMORANDUM  
OSDS No. **062** s. 2025

**COMPOSITION OF DEPED SOUTH COTABATO ON ANTI-RED TAPE**

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with ARTA Memorandum Circular No. 2020-07 or the "*Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in compliance with the 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 and Regulations (IRR)*", and ARTA Advisory No. 002, s. 2023 or the Reminder to comply with the Requirements under RA 11032, and to Memorandum -DM-OUHRD-2024-0268, titled "*Composition of the DepEd Committee on Anti-Red Tape (CART)*", this office reiterates the creation and composition of DepEd Committee on Anti-Red Tape or the DepEd CART.

2. The composition of the **Deped South Cotabato Committee** is as follows:

Chairperson : **LEVI B. BUTIHEN**  
Assistant Schools Division Superintendent

Members : **MARICHU JEAN R. DELA CRUZ**  
Chief Education Supervisor  
Curriculum Implementation Division

**CRISTOPHER T. FRUSA**  
Chief Education Supervisor  
Schools Governance Operations Division

**ATTY. ARNEL B. BIEN**  
Division Legal Officer

**VINCENT P. CELDA**  
Information and Technology Officer I

**RONALD JIM S. SOMERA**  
Administrative Officer V, Administrative Services



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



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3. **FOR SCHOOLS**, you are hereby directed to establish and submit your designated **DepEd Sub-CART** to be composed of the following:

Chairperson	:	School Head
Members	:	At least one (1) representative each from Teaching Designate Non-Teaching Personnel

4. Submit a scanned copy of the designation to this link: <https://bit.ly/SoCotSubCart> on or before **May 09, 2025**.

5. For CART emphasizes the role of government agencies and the accountability of agency heads in reducing bureaucratic red tape and corruption. In adherence with the existing law, the CART shall be responsible for the implementation of RA 11032, including the following:

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

Additional responsibilities of DepEd CART within the Department:

- a. Coordinate with the ARTA and other stakeholders for RA 11032-related updates and concerns;
- b. Lead and allocate funding for RA 11032-related programs, projects, and activities (PPAs);
- c. Enlist awareness and support on RA 11032 through information dissemination; and
- d. Provide technical assistance on RA 11032-related matters.



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6. Enclosed is a sample template relative to the composition of Sub-CART in the school level.
7. For queries and more information, you may contact Ronald Jim S. Somera, Administrative Officer V, OSDS-Administrative Services or email us at [adminoffice.southcotabato@deped.gov.ph](mailto:adminoffice.southcotabato@deped.gov.ph).
8. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: Sample Template  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEE

REGULATIONS

RULES

RJS/DM- composition of deped south cotabato on anti-red tape  
0000/May 07, 2025





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO  
**NAME OF SCHOOL**  
SCHOOL ADDRESS  
**School ID**

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May 08, 2025

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent  
Schools Division of South Cotabato  
Alunan Avenue, Koronadal City

Sir:

In compliance with ARTA Memorandum Circular No. 2020-07 or the "*Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in compliance with the Republic Act (RA) No. 11032*", this school hereby reconstitutes the school SUB-CART, effective May 08, 2025, to wit:

CHAIRPERSON : NAME  
School Head

MEMBERS : NAME  
Teaching Designate

NAME  
Administrative Officer II

Please acknowledge receipt hereof.

Thank you and God bless.

Truly yours,

**PRINTED NAME AND SIGNATURE**  
SCHOOL HEAD



SCHOOL  
LOGO

Address: Koronadal City, South Cotabato  
Email Address: [123456@deped.gov.ph](mailto:123456@deped.gov.ph)  
Facebook Page: Deped Tayo ABC School  
Contact No. 091234567890