



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

February 21, 2025

**DIVISION MEMORANDUM**

No. 70, s. 2024

**COMPOSITION OF THE DIVISION COMMITTEE ON ANTI-RED TAPE ACT  
(CART) AND SUBMISSION OF SCHOOL COMMITTEE ON ANTI-RED TAPE  
ACT**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
Division Personnel  
This Division

1. In compliance with Memorandum DM-OUHROD-2024-0268, issued by OIC-Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, entitled "Composition of the DepEd Committee on Anti-Red Tape (CART)", the Schools Division Office of Tacloban City establishes the Division Committee on Anti-Red Tape (CART) with the following members:

Chairperson	Sherlita A. Palma EdD, CESO VI	Schools Division Superintendent
Members:	Melani D. Escobarte	Chief, SGOD
	Francisco A. Anchojas	Administrative Officer V-Admin
	Ma. Trinidad Carmela E. Torres	ITO Officer
	Angel V. Alcaraz	Planning Officer/PAAC Focal
	Atty. Maria Socorro T. Pancipanci	Legal Officer
Secretariat	Naisy Brosas	HRMO

2. The CART shall be responsible for the implementation of RA 11032 and its IRR, especially the following:

- a. Reengineering 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



Address: 3rd Floor, DepEd – Tacloban City  
Real Street, Tacloban City 6500  
Tel. No. (053) 321-8081

- g. Public Assistance and Complaint 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

3. Further, schools shall also create School CART, which shall also be responsible for the above-mentioned tasks. The School CART shall have a minimum composition of the following:

- Lead: School Head**  
**Members: At least one (1) each**
- 1. Teacher-designate**
  - 2. Non-Teaching Personnel**

4. The Public School District Supervisors are requested to submit a copy of their district report of the School CART to the office of the Legal Officer **on or before February 28, 2025.**

5. Immediate dissemination of and compliance with this Memorandum are desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC-Schools Division Superintendent

Enclosures: Memorandum DM-OUHROD-2024-0268  
References: Republic Act (RA) No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)

