



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

May 16, 2023

DIVISION MEMORANDUM  
No. **216**, s. 2023

**RECONSTITUTION OF THE SCHOOL COMMITTEE ON ANTI-RED TAPE  
(SCART) AND SCHOOL CITIZEN'S CHARTER TECHNICAL WORKING GROUP  
(SCC-TWG)**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Unit Heads  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Aligned with the ARTA Advisory No. 002, s.2023, dated April 23, 2023, titled "Reminder to Comply with the Requirements Under R.A. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations (IRR), all School Heads are hereby instructed to reconstitute their School Committee on Anti-Red Tape and School Citizen's Charter Technical Working Group.

2. The composition of the SCART and SCC TWG are as follows:

Designation	School Committee on Anti-Red Tape (SCART)	School Citizen's Charter Technical Working Group (SCC-TWG)
<i>They are preferred to have the following qualifications:</i>		
<i>a. permanent status of appointment;</i>		
<i>b. institutional knowledge of their school;</i>		
<i>c. experience in reviewing/crafting the school CC; and</i>		
<i>d. attendance in any R.A. 11032 related activities conducted by DepEd</i>		
<b>Lead</b>	School Head	School Head
<b>Member (Teaching)</b>	Teacher-designate	Teacher-designate (optional)
<b>Member (Non-Teaching)</b>	AO II / Registrar/ ADAS/ ADA or teaching personnel in the absence of a non-teaching personnel	AO II / Registrar/ADAS/ ADA or teaching personnel in the absence of a non-teaching personnel

3. School heads are instructed to create their respective SCART and SCC-TWG and encode their information in this link <https://bit.ly/degpampSCARTsccwtg> on or before **May 19, 2023**.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
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4. The School Committee on Anti-Red Tape (SCART) shall:
  - a. lead the review and update of services in the School's Citizen's Charter (CC).
  - b. implement streamlining and digitization activities
  - c. coordinate compliance with the requirements of the ARTA/AO25/Division ART Committee
  - d. participate in capacity-building activities provided by the BHROD/Division Office.
  
5. The School Citizen's Charter Technical Working Group (SCC-TWG) shall:
  - a. review the submitted CC (frontline services) of different offices within the school;
  - b. consolidate the CCs into a School Citizen's Charter reflective of the service standards applied at the various government levels; and
  - c. endorse the School CC to the Division Office for vetting and approval of the Division Committee on Anti-Red Tape (DCART).
  
6. For inquiries, please email [jb.manalang@deped.gov.ph](mailto:jb.manalang@deped.gov.ph) or contact the Division Information Office, DepEd SDO Pampanga, Telephone No. (045) 435-9998.
  
7. For information, guidance, and strict compliance.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

AOAS/05-51-23

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