



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

July 23, 2026

DIVISION MEMORANDUM
No. 431, s. 2026

**DISSEMINATION OF DM-OUHRODI-2026-2475, RECONSTITUTION
OF THE DIVISION COMMITTEE ON ANTI-RED TAPE, AND SUBMISSION
OF SCHOOL SUB-CART MEMBERS FOR FY 2026**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Administrative Officers II and Other Non-Teaching Personnel
All Others Concerned

1. In compliance with Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and 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, this Office disseminates DM-OUHRODI-2026-2475 dated 15 July 2026, titled Submission of the List of DepEd Committee on Anti-Red Tape and Sub-CART Members for FY 2026.
2. The said memorandum directs all Schools Division Offices to:
 - a. submit the latest list of their Sub-Committee on Anti-Red Tape members;
 - b. upload the latest Office Order, Division Memorandum, or other issuance signed by the Schools Division Superintendent designating the SDO Sub-CART; and
 - c. maintain a consolidated copy of the Sub-CART members of all schools under their supervision.
3. Accordingly, the Schools Division of Pampanga Division Committee on Anti-Red Tape, hereinafter referred to as the DCART, is hereby reconstituted as follows:



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Designation in the DCART	Position/Office
Chairperson	Romeo M. Alip , PhD, CESO V, Schools Division Superintendent
Vice Chairperson	Leandro C. Canlas , PhD, CESO VI
Member	JB B. Manalang , Administrative Officer V, Administrative Services
Member	John Paul B. Pallasigui , Information and Technology Officer I
Member	Atty. Arnold Adelo P. Obillos , Legal Officer III
Member	Arceli S. Lopez , PhD, Chief Education Supervisor, Schools Governance and Operations Division
Secretariat	Ed Bryant T. See , Administrative Services Unit, Division Public Assistance Coordinator

4. The DCART shall perform the following duties and responsibilities:
- oversee the implementation of Republic Act No. 11032 and related ARTA and DepEd policies within the Schools Division Office and schools;
 - initiate and recommend the reengineering, simplification, streamlining, and digitalization of systems, procedures, and frontline services;
 - ensure the preparation, updating, posting, accessibility, and implementation of the applicable DepEd and SDO Citizen's Charter;
 - monitor compliance with the Zero Contact Policy, prescribed processing times, Public Assistance and Complaints Desk requirements, and other service-delivery standards;
 - oversee the administration, consolidation, analysis, and reporting of Client Satisfaction Measurement results and other client feedback mechanisms;
 - facilitate compliance with reports and requirements such as the Citizen's Charter, Client Satisfaction Measurement Report, Zero Backlog Program, Agency Action Plan, and other ARTA-related submissions;
 - coordinate with the DepEd CART Secretariat, Regional Office, Anti-Red Tape Authority, and other concerned offices on Republic Act No. 11032-related updates and concerns;
 - lead or recommend programs, projects, and activities intended to strengthen awareness of and compliance with anti-red tape policies;



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- i. provide technical assistance to functional units and schools on Citizen's Charter preparation, process review, client satisfaction measurement, complaints handling, and other related matters; and
 - j. maintain an updated database of the SDO and school Sub-CART members and monitor their compliance with applicable requirements.
5. The DCART Secretariat shall:
- a. provide administrative and technical assistance to the Committee;
 - b. prepare meeting notices, agenda, minutes, reports, and other required documents;
 - c. maintain the records and database of Republic Act No. 11032-related issuances, reports, and communications;
 - d. consolidate the list of Sub-CART members submitted by schools;
 - e. coordinate with concerned offices and schools regarding compliance requirements; and
 - f. encode and submit the SDO Pampanga DCART composition and upload this Division Memorandum through the prescribed DepEd submission facility.
6. Consistent with Deped Memorandum No. 040, s. 2025, all public elementary and secondary schools, including integrated schools and stand-alone senior high schools, shall designate their respective School Sub-Committee on Anti-Red Tape, with the following minimum composition:

Designation	School Personnel
Chairperson	School Head or Teacher-in-Charge
Member/Secretariat	Administrative Officer II or any designated non-teaching personnel in the absence of an Administrative Officer II

7. School Heads may designate additional members from among the school personnel when necessary. The Administrative Officer II or designated non-teaching personnel shall assist the School Head in coordinating Republic Act No. 11032-related concerns and in preparing, updating, posting, monitoring, and submitting the school's Citizen's Charter, Client Satisfaction Measurement reports, and other related compliance documents.
8. **Schools are not required to issue a separate School Memorandum solely for the designation of their School Sub-CART.** The designation shall be reflected in the prescribed SDO Pampanga submission form.



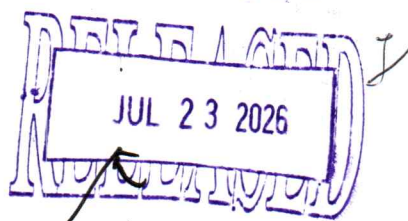
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9. All School Heads and Teachers-in-Charge shall submit the latest composition of their School Sub-CART through the following link on or before 28 July 2026, 3:00 PM: <https://forms.office.com/r/TVc0Z1CfcX>
10. Schools shall **not submit their Sub-CART composition directly to the Anti-Red Tape Authority, DepEd Central Office, or through the agency-wide submission link**. All school submissions shall be consolidated and officially transmitted by the SDO Pampanga DCART Secretariat.
11. The reconstitution provided under this Memorandum supersedes the composition contained in previous SDO Pampanga issuances, including Division Memorandum No. 195, s. 2025, insofar as the composition of the DCART is concerned. All other provisions of previous issuances that are not inconsistent with this Memorandum shall remain in effect.
12. Immediate and widest dissemination of and strict compliance with this Memorandum are directed.


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

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-2475

FOR : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and
Infrastructure
Vice Chairperson, DepEd Committee on Anti-Red Tape

SUBJECT : **SUBMISSION OF THE LIST OF DEPED COMMITTEE ON ANTI-RED TAPE AND SUB-CART MEMBERS FOR FY 2026**

DATE : 15 July 2026

Relative to the issuance of DepEd Memorandum (DM) No. 040, s. 2025 titled *Updated Composition of the Department of Education (DepEd) Committee on Anti-Red Tape (CART) 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
Central Office (CO)	Submit the latest list of CART members per Bureau, Service, Division, and/or Office based on DM No. 040, s. 2025 through the designated link.
Regional Office (RO)	- Submit the <i>latest</i> list of Sub-CART members through the designated link; and - Upload the <i>latest</i> Office Order or any issuance signed by the Regional Director designating the RO Sub-CART to the designated link.
Schools Division Office (SDO)	- Submit the <i>latest</i> list of Sub-CART members through the designated link; - Upload the <i>latest</i> Office Order or any issuance signed by the Schools Division Superintendent

