October 19, 2026

DIVISION MEMORANDUM
No. 635, s. 2026

RECONSTITUTION OF THE DIVISION COMMITTEE ON ANTI-RED TAPE (DCART) FOR FY 2026 AND UPDATING AND ALIGNMENT OF DIVISION AND SCHOOL CITIZEN'S CHARTERS

To: Assistant Schools Division Superintendent
Division Chiefs
Division Unit Heads
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
School Committee on Anti-Red Tape (SCART)
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, its Implementing Rules and Regulations (IRR), and relevant issuances of the Anti-Red Tape Authority (ARTA) and the Department of Education (DepEd), the Schools Division of Pampanga hereby reconstitutes its **Division Committee on Anti-Red Tape (DCART) for FY 2026**.

2. The reconstitution of the Committee aims to strengthen compliance with anti-red tape policies, promote efficient, transparent, and responsive government service delivery, and facilitate the review, updating, and alignment of the Division and School Citizen's Charters with the **DepEd Citizen's Charter 2026 – 2nd Edition**, consistent with DepEd Memorandum DM-OUHRODI-2026-3901, titled Reminders on the *Alignment with the DepEd Citizen's Charter 2026 – 2nd Edition.*

3. Accordingly, the Division Committee on Anti-Red Tape (DCART) shall be composed of the following:

Chairperson:	**LEONARDO C. CANLAS, EdD, CESO VI** Schools Division Superintendent
Vice-Chairperson:	**Mikael Sandino T. Andrey, PhD** Officer-in-charge

	Office of the Assistant Schools Division Superintendent
Members:	**JB B. Manalang** Administrative Officer V Administrative Services
	John Paul B. Pallasigui Information and Technology Officer I
	Atty. Arnold Adelo P. Obillos Legal Officer III
	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 undertake the following functions and responsibilities:

a. Lead and coordinate the review, updating, and alignment of the Division Citizen's Charter with the latest approved DepEd Citizen's Charter and applicable ARTA requirements;
b. Coordinate with concerned Division Chiefs, Unit Heads, and School Heads in reviewing existing services, documentary requirements, processing times, fees, procedures, and responsible personnel reflected in their respective Citizen's Charters;
c. Facilitate the validation and consolidation of proposed revisions to the Division Citizen's Charter and provide technical assistance to schools in updating their respective School Citizen's Charters;
d. Monitor compliance with prescribed service standards and recommend measures to streamline procedures, eliminate unnecessary requirements, and improve the efficiency of government transactions;

e. Coordinate with ARTA, DepEd offices, and other concerned stakeholders regarding compliance with RA 11032 and related policies;
f. Facilitate information dissemination and awareness activities on anti-red tape policies, Citizen's Charter requirements, and service delivery standards; and
g. Perform other related functions necessary to ensure continuing compliance with applicable anti-red tape laws, rules, and regulations.

5. In view of the issuance of the DepEd Citizen's Charter 2026 – 2nd Edition, **all concerned Division Chiefs and Unit Heads are hereby directed to review and update their respective service entries in the existing Division Citizen's Charter**, ensuring that all applicable services, documentary requirements, processing times, fees, procedures, and responsible personnel are aligned with the latest approved DepEd Citizen's Charter.

6. All concerned Division Chiefs and Unit Heads shall coordinate with the DCART, through the **Administrative Officer V, Administrative Services**, regarding the review, validation, and submission of necessary updates, including any discrepancies, proposed revisions, or concerns requiring further guidance.

7. Likewise, **all Public Elementary and Secondary School Heads, through their respective School Sub-Committees on Anti-Red Tape (Sub-CART), are hereby directed to review, update, and align their respective School Citizen's Charters with the DepEd Citizen's Charter 2026 – 2nd Edition.** School Heads shall ensure that:

a. All applicable school-level services prescribed under the latest DepEd Citizen's Charter are properly reflected in their respective School Citizen's Charters;
b. Documentary requirements, processing times, fees, procedures, and responsible personnel are accurate, updated, and consistent with existing DepEd and ARTA policies;
c. Unnecessary documentary requirements, additional processing steps, and unauthorized fees are eliminated in accordance with applicable regulations;
d. Updated School Citizen's Charters are properly reviewed, validated, and made accessible to clients and stakeholders through appropriate posting or publication, subject to applicable approval and disclosure requirements; and
e. Concerns, discrepancies, or proposed revisions requiring clarification are coordinated with the DCART through the Administrative Officer V, Administrative Services.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

8. All School Heads shall likewise ensure the continued functionality of their respective Sub-CARTs, consistent with Division Memorandum No. 181, s. 2025, and other applicable issuances. The Sub-CARTs shall take the lead in coordinating and monitoring the updating and implementation of their respective School Citizen's Charters.

9. The concerned Division Chiefs, Unit Heads, and School Heads shall ensure the timely implementation of the updating and alignment activities and provide the necessary information, documents, and updates as may be requested by the DCART for validation, consolidation, and compliance monitoring.

10. The functions, duties, and responsibilities of the DCART and School Sub-CARTs shall continue to be guided by **ARTA Memorandum Circular No. 2023-08** and other relevant DepEd and ARTA issuances. The Committee shall also coordinate and provide technical assistance on matters related to implementing RA 11032.

11. This Memorandum supersedes Division Memorandum No. 195, s. 2025, insofar as it concerns the composition and designation of the Division Committee on Anti-Red Tape. Other existing issuances consistent with this Memorandum shall remain in effect.

12. Immediate dissemination of and compliance with this Memorandum are directed.

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

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