



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Division Memorandum
No. 77, Series 2024

COMPOSITION OF SCHOOL COMMITTEE ON ANTI-RED-TAPE (CART)

To: All Elementary and Secondary Schools Head
Administrative Officer II
Non-Teaching Personnel (IU's Schools)

In accordance with ARTA MC No.2020-07, s. 2020 and in compliance with DepEd Memorandum-DM-OUHROD-2024-0268, the Composition of the DepEd School Committee on Anti-Red Tape shall be composed of the following:

School	
Chairperson	School Head
Members	At least one (1) each:
	-Teacher Designate
	-Non-teaching personnel/ Administrative Officer II

DUTIES AND RESPONSIBILITIES.

The SDO-Tabuk City, School Committee on Anti-Red Tape (CART) shall do the following functions:

1. Ensure that an updated **Citizen's Charter**, should there be any change, is posted not later than March 31st of each year.
2. Monitor and periodically review the office or school's **Citizen's Charter**, specifically: procedures/steps, time, documentary requirements and fees.
3. Ensure the compliance of the school on the zero-contact policy in accordance with the law.
4. Ensure the compliance of the **school's external and internal services** with the prescribed processing time as mandated by **RA No.11032**.
5. Develop and foster a client feedback mechanism and **Client Satisfaction Measurement (CSM)**



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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6. Report to ARTA not later than the last working day of January of each year the results of the **Client Satisfaction Survey** for each service based on the guidelines issued by ARTA.
7. Coordinate with the Division Committee on Anti-Red Tape on the dissemination of ARTA Information, Education, and Communication materials for public consumption.

For strict compliance and wide dissemination.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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