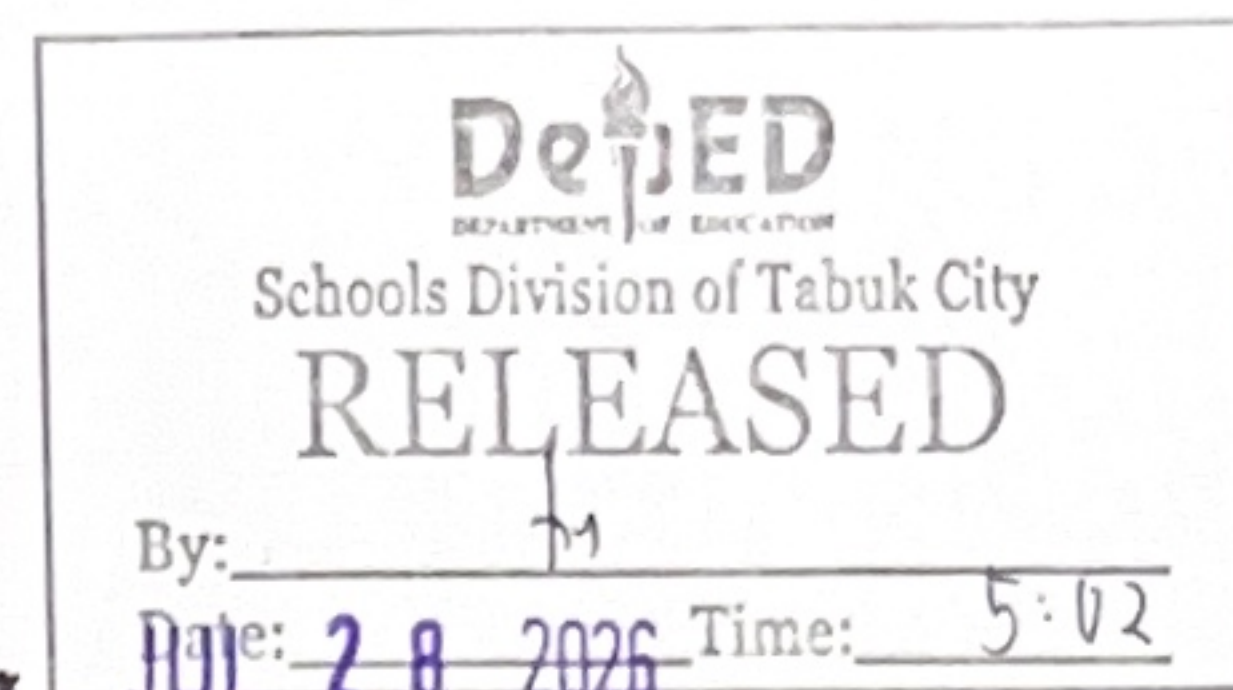




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the School Divisions Superintendent

July 27, 2026

DIVISION MEMORANDUM
No **335**, s. 2026

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

To: ALL Elementary and Secondary Schools Head
Administrative Officer II
Non- Teaching (IUs School)

1. Pursuant to DepEd Memorandum No. 040, s. 2025, entitled Updated Composition of the Department of Education Committee on Anti-Red Tape (CART) in the Central Office and Sub-CART in the Field Offices and Schools, and in accordance with the provisions of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, this Office hereby constitutes the Division Committee on Anti-Red Tape (CART) of the Schools Division Office of Tabuk City. The Committee shall serve as the Division's oversight and coordinating body in institutionalizing anti-red tape reforms, strengthening regulatory compliance, promoting process efficiency, and ensuring the delivery of quality, accessible, responsive, and citizen-centered public services.
2. The School Committee on Anti-Red Tape (CART) shall be composed of the following:

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

3. Duties and Responsivities of the School CART:

1. Ensure that an updated Citizen's Charter, should there be any changes, is posted no later than 2026.
2. Monitor and periodically review the office or school's Citizen's Charter, specifically: procedures/steps, time, documentary requirements and fees.
3. Ensure the school's full compliance with the Zero- Contact Policy mandated by law.
4. Ensure that all the school's external and internal services adhere to the prescribed processing times set under RA No. 11032.



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5. Develop and sustain a client feedback mechanism and Client Satisfaction Measurement (CSM).
 4. School Heads and Teachers-in-Charge are directed to designate the members of their respective School CART and submit the accomplished list to the Administrative Unit, SDO Tabuk City on or before **July 29, 2026**, for consolidation and submission to the regional Office.
 5. The Administrative Unit shall consolidate the composition of the Schools Division Office Sub-CART and all School CARTs, and facilitate the submission of the consolidated report to the Regional Office through the official DepEd submission link within the prescribed deadline.
 6. Immediate dissemination of this memorandum is desired.


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OIC- Schools Division Superintendent 