



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
 No. 385, series of 2021

OCTOBER 7, 2021

SCHOOLS DIVISION OFFICE OF ABRA ANTI-RED TAPE FOCAL PERSONS AND TECHNICAL WORKING GROUP MEETING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Division Office Personnel
 Teaching and Non-Teaching Public School Personnel
 All Others Concerned

1. Pursuant to the timeline of activities provided in DepEd Memorandum DM-HROD-2021-0242 or Updating the DepEd Citizen's Charter for FY 2021, the Schools Division Office of Abra Anti-Red Tape Focal Persons and Technical Working Group shall convene on the dates hereunder provided, at the 3rd Floor Conference Hall of this Division Office, for the conduct of limited face-to-face and virtual meetings relative to the updating of Division Citizen's Charter which is required to be submitted at DepEd BHROD-OED on or before October 14, 2021.
2. The activity aims to:
 - a. Review and update the Division Citizen's Charter;
 - b. Ensure that the Citizen's Charter declares all external and internal services offered and that the service standards are aligned with RA 11032; and
 - c. Finalize the Division Citizen's Charter for submission.
3. The participants of this activity are as follows:
 - A. **SCHOOLS DIVISION OFFICE OF ABRA ANTI-RED TAPE FOCAL PERSONS**
 1. Benilda M. Daytaca, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent
 2. Samuel T. Egsaen, Jr., EdD
 Public Schools District Supervisor
 OIC-Office of the Assistant Schools Division Superintendent
 3. Janet B. Pascua, Administrative Officer V
 Designated TWG Member of the DepEd CC 2021 TWG
 4. Gemma B. Cabutaje, Administrative Office IV
 5. Janneliza M. Taloma, Attorney III/Focal
 - B. **TECHNICAL WORKING GROUP PER DIVISION**
 1. Marlou B. Borja, Information Technology Officer I
 2. Janine Erika B. Belisario, Administrative Assistant III
 3. Jesren Rona B. Ballesta, Administrative Assistant III
 4. Rynwalter A. Paa, Project Development Officer II
 5. Riza E. Peralta, Librarian II
 6. Jelly A. Padapat, Administrative Aide VI
 7. Jumar T. Princer, Administrative Assistant III



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8. Darren C. Cariño, Nurse II
9. Kathleene Anna V. Galban, Administrative Aide VI

C. Division, Unit/Section Heads or service providers/document controllers or their representatives of the following offices:

OSDS	CID-CES	SGOD-CES
OASDS	Instructional Management	School Management, Monitoring & Evaluation
Accounting	District Instructional Supervision	Planning & Research
Budget	Learning Resource Management	Human Resource Development
Admin	Alternative Learning System	Educational Physical Facilities
Cash		School Health Dental
Records		School Health Medical
Personnel		Social Mobilization & Networking
Property & Supply		Youth Formation
		Guidance and Counseling
		Registrar

4. Timeline of Activities

Date and Time	Activities	Participants
October 7, 2021 Thursday	Initial meeting with TWG per Division and distribution of memorandum and templates to service providers/document controllers	ART Focal Persons TWG per Division Service Provider/Document Controller
October 8, 2021 Friday	Provision of technical assistance	
October 11, 2021 Monday	Submission of templates to TWG Consolidation of templates	
October 12, 2021 Tuesday	Presentation of templates Final review and approval of Division Citizen's Charter	
On or before October 14, 2021	Submission of Division Citizen's Charter to DepEd BHROD-OED	ART Focal Persons



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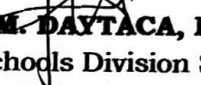


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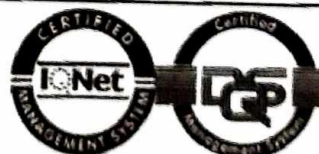
6. Participants are advised to bring alcohol, use face shield, and wear face mask at all times. All are hereby mandated to strictly observe social and physical distancing, and adhere to the safety and health protocols provided in DepEd Order No. 014, series of 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools.
7. For the participants who will not be able to join during the limited face-to-face meetings, facilitators will be utilizing this Google Meet link: <https://meet.google.com/bgf-owau-bye>.
8. Meals and snacks shall be charged to available Division funds, subject to the usual budget, accounting, and auditing rules and regulations.
9. Strict compliance and immediate dissemination of this memorandum is directed.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

OSDS/LSU/jmt



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