



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

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**DIVISION MEMORANDUM**  
 No. 556, series of 2021

**OCTOBER 7, 2021**

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

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

- In compliance to Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", which aims to promote integrity, accountability, proper management of public affairs as well as to establish effective practices, aimed at efficient turnaround of delivery of government services and the prevention of graft and corruption, and DepEd Memorandum DM-HROD-2021-0242 or Updating the DepEd Citizen's Charter for FY 2021, the following are the composition of the Schools Division Office of Abra Anti-Red Tape Focal Persons and Technical Working Group:

<b>SCHOOLS DIVISION OFFICE OF ABRA ANTI-RED TAPE FOCAL PERSONS</b>	
<b>Lead</b>	<p><b>BENILDA M. DAYTACA, EdD, CESO VI</b>            Assistant Schools Division Superintendent            OIC-Office of the Schools Division Superintendent</p> <p><b>SAMUEL T. EGSAEN, Jr., EdD</b>            Public Schools District Supervisor            OIC-Office of the Assistant Schools Division Superintendent</p>
<b>Members</b>	<p><b>JANET B. PASCUA</b>            Administrative Officer V, OSDS-Admin and General Services  <b>Designated TWG Member of the DepEd CC 2021 TWG</b></p> <p><b>GEMMA B. CABUTAJE</b>            Administrative Office IV, OSDS-Personnel</p> <p><b>JANNELIZA M. TALOMA</b>            Attorney III, OSDS-Legal/<b>Focal</b></p>
<b>TECHNICAL WORKING GROUP PER DIVISION</b>	
<b>Office of the Schools Division Superintendent</b>	<p><b>MARLOU B. BORJA</b>            Information Technology Officer I, OSDS-Information Communication Technology</p> <p><b>JANINE ERIKA B. BELISARIO</b>            Administrative Assistant III, OSDS-Personnel</p> <p><b>JESREN RONA B. BALLESTA</b>            Administrative Assistant III, OSDS-Admin</p>



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Curriculum Implementation Division	<b>RYNWALTER A. PAA</b> Project Development Officer II, CID-Learning Resource Management  <b>RIZA E. PERALTA</b> Librarian II, CID-Learning Resource Management  <b>JELLY A. PADAPAT</b> Administrative Aide VI, OSDS-ASDS/CID
School Governance and Operations Division	<b>JUMAR T. PRINCER</b> Administrative Assistant III, OSDS-Accounting/SGOD  <b>DARREN C. CARIÑO</b> Nurse II, SGOD-School Health Medical  <b>KATHLEENE AINNA V. GALBAN</b> Administrative Aide VI, OSDS-Admin/SGOD

2. This Memorandum shall serve as official designation of the aforementioned and such designation shall commence from the date of signing of this Memorandum until rescinded, reconstituted, or reorganized.
3. The ART Focal Persons are expected to:
  - a. Lead the review and update of services in the Citizen's Charter (CC);
  - b. Implement streamlining and digitization activities;
  - c. Coordinate compliance to the requirements of the ARTA/AO 25; and
  - d. Participate in capacity building activities provided by the BHROD.
4. The Technical Working Group per Division shall perform the following tasks:
  - a. Distribute the template and guide for the Citizen's Charter to all Division Chiefs, Unit/Section Heads, and Service Providers/Document Controllers;
  - b. Consolidate, edit, and review all the submitted templates containing the latest and updated services per Division into Division Citizen's Charter;
  - c. Coordinate with Division Chiefs, Unit/Section Heads, and Service Providers/ Service Providers/Document Controllers for correction and validation of entries and services, and
  - d. Submit the Division Citizen's Charter to ART Focal Persons for final review and approval.
5. The ART Focal Persons and the Technical Working Group per Division shall ensure that the Citizen's Charter declares all external and internal services offered and that the service standards are aligned with RA 11032. Division Chiefs, Unit/Section Heads, and Service Providers/Document Controllers are directed to review and update their respective services.
6. All public elementary and secondary schools are required comply with the aforementioned Memorandum and to have Anti-Red Tape (ART) Focal Persons which shall be composed of the following:

Lead	School Head
Members (one each)	Teacher-designate
	Non-teaching personnel



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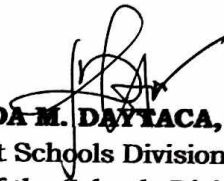
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7. For guidance and reference, the Memorandum DM-HROD-2021-0242 may be downloaded through this link: <https://bit.ly/DepEdMemoARTCharter2021>.
8. It is expected that the duties assigned to the members shall be performed with the highest degree and integrity as a public servant. Full cooperation of all concerned is desired to ensure the success of our undertakings.
9. Immediate dissemination and compliance of this memorandum is desired.

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

OSDS/LSU/jmt



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