



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

MAY 25, 2023

DIVISION MEMORANDUM
NO. 216, s. 2023

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

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Concerned

1. Relative to the ARTA Advisory No. 002, s. 2023, the Committee on Anti-Red Tape (CART) in the Division is hereby created as follows:

Lead: **ROSEMARIE D. TORRES, CESO V**
Schools Division Superintendent

Members: **ATTY. DANIEL V. CAPRINA**
Attorney III, Legal Unit

LARA VEY C. CABAYA
Information Technology Officer I, ICT Unit

RENIEL PATRICK S. TEJIDOR
Planning Officer III, SGOD-Planning Section

SARAH LYN P. MARCAIDA
Administrative Assistant III, Records Unit

2. The Division Committee on Anti-Red Tape (CART) is tasked to ensure compliance with the requirements under the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations (IRR). The requirements include the following:

- a. Posting of Citizen's Charter
- b. Committee on Anti-Red Tape (CART) in the school level
- c. Client Satisfaction Measurement Report (CSMR)
- d. Zero Backlog Report





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3. For the composition of **School Committee on Anti-Red Tape (CART)**, the recommended minimum composition are as follows:

Lead: **School Head**

Members: **One (1) Teacher-designate**
One (1) Non-teaching personnel

4. Strict compliance and immediate dissemination of this Memorandum is highly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent 

RCD/dm 216 s. 2023
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