



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 3:49 pm
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Division Memorandum
No. 552,s 2021

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: October 11, 2021

SUBJECT: **COMPOSITION OF DEPED ART FOCAL PERSONS FOR THE SCHOOL
LEVEL**

1. Relative to the DepEd Memorandum DM-HROD-2021-0242 and DM-PHROD-2020-00364, each DepEd governance level is required to have an Anti-Red Tape (ART) Focal Persons. For school level, the composition is as follows:

	School
Lead	School Head
Members (one each)	Teacher-Designate
	Non-Teaching Personnel

2. From among the ART Focal Persons, ART Leads shall designate members of the DepEd CC 2021 TWG:

School Head-designated TWG member - One member per school

3. The ART Focal Persons are expected to:

a) lead the review and update of services in the Citizen's Charter (CC);



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- 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. They are preferred to have the following qualifications:
- a) permanent status of appointment;
 - b) institutional knowledge of their current RO / SDO / school;
 - c) experience in reviewing/crafting the CC; and
 - d) attendance in any RA 11032-related activities conducted by DepEd.
5. The TWG shall perform the following tasks:
- a) review the submitted CC of different units;
 - b) consolidate the CCs into the DepEd Citizen's Charter reflective of the service standards applied in different governance levels; and
 - c) endorse the DepEd CC to the BHROD-OED for vetting and approval of the ManCom / ExeCom.
6. ART Leads are requested to submit the list of their designated focal persons and through the <https://bit.ly/ARTFocals2021> and <https://forms.gle/oorvMfBbmUQMB7de8> (Division Copy) on or before 12 October 2021.
7. For your information, guidance, and strict compliance.

