



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

DM-2021-10-553  
DEPED MALAYBALAY CITY DIVISION  
RELEASED 3:52  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
BY: \_\_\_\_\_

Division Memorandum  
No. 553,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: **DESIGNATION OF ANTI RED TAPE FOCAL PERSONS IN THE  
DIVISION OFFICE**

In compliance with MEMORANDUM DM-PHROD- 2020-00364 re:  
Implementation of EODB-EGSD of ARTA and Updating of DepEd Citizen's Charter in  
compliance with the PBB requirements for the Fiscal Year 2021, hereunder is the composition of  
the Division Anti-Red Tape Focal Persons to wit:

Lead - **VICTORIA V. GAZO**  
Schools Division Superintendent

Members - **MANUEL D. DINLAYAN II**  
Administrative Officer V

**WINCERBOGNE L. PESISANO**  
Legal Officer II



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
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**GUIA MA G. VILLAHERMOSA**  
Administrative IV (Personnel Unit)

They shall lead engineering and enhancing of the Citizen's Charter, coordinate the compliance and ensure submission of the documents required by ARTA and implement the streamlining of processes and services.

For information and wide dissemination.



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