



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

MAY 10, 2023

**UNNUMBERED DIVISION MEMORANDUM**

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

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

1. 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 on delivery of government services and the *prevention of graft and corruption*, and DepEd Memorandum DM-HROD-2021-0242 or Updating the Citizen’s Charter to FY 2023, the following are the composition of the Schools Division Office of Misamis Oriental Anti-Red Tape Focal Persons and Technical Working Group:

<b>SCHOOLS DIVISION OFFICE OF MISAMIS ORIENTAL ANTI-RED TAPE FOCAL PERSONS</b>	
<b>Lead</b>	<b>JONATHAN S. DELA PEÑA, PhD., CESO V</b> Schools Division Superintendent  <b>ERLINDA G. DAEL, PhD., CESE</b> Assistant Schools Division Superintendent
<b>Members</b>	<b>RHODORA L. GALLARES, PhD</b> Education Program Supervisor OIC-Administrative Officer V  <b>MELANIE C. ESTENZO</b> Administrative Officer IV, HRMO-OSDS Personnel  <b>ATTY. CHRISTOPHER F. PASCO, CPA</b> Attorney III, Legal Officer





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	<p><b>DR. VIDA C. SUGANOB</b> Section Head, School Health Section</p> <p><b>EDWIN L. GAMOROT</b> Division Planning Officer</p>
<b>TECHNICAL WORKING GROUP PER DIVISION</b>	
<b>Office of the Schools Division Superintendent</b>	<p><b>ENGR. FREDDIEJUN DELIG</b> Information Technology Officer</p> <p><b>MARK LORREN T. TEJANO</b> Budget Officer/Division Information Officer</p> <p><b>ELMAR ANOC, CPA</b> Division Accountant</p> <p><b>ELEONOR P. CRUZ, MBA</b> Administrative Officer IV/ Supply Officer</p> <p><b>NINO JOMAR CABLAY, MBA</b> Administrative Officer IV/ Record Section Head</p> <p><b>GINA G. REVECHO</b> Administrative Officer II, OSDS Personnel</p> <p><b>BETTY P. SALIRING</b> Administrative Officer II, OSDS-ASDS-Admin</p> <p><b>FELY QUEZON, MBA</b> Administrative Officer II/ Payroll Section</p>
<b>Curriculum Implementation Division</b>	<p><b>CYDEL P. VALMORES, PhD.</b> Chief, Curriculum Implementation Division</p> <p><b>CELIETO B. MAGSAYO</b> Education Program Supervisor, LRMSD</p> <p><b>NORBERTO E. ROSALES</b> Education Program Supervisor</p> <p><b>SALLY S. AGUILAR, PhD</b> Education Program Supervisor</p> <p><b>JOANNA RUBY L. PRESENTE, PhD</b> Education Program Supervisor</p>





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	<p><b>GINES C. CACAYAN, PhD</b> Education Program Supervisor</p> <p><b>GLADYS S. BANAC, MAEd</b> Education Program Supervisor</p> <p><b>MERLY B. MABELIN, MAEd</b> Education Program Supervisor</p> <p><b>RAFUNZEL D. EPANIS, PhD</b> Education Program Supervisor</p> <p><b>MARY GRACE V. GALLANA, MAEd</b> Education Program Supervisor</p> <p><b>KIM ERIC G. LUBGUBAN</b> Project Development Officer II, CID Learning Resource Management</p> <p><b>LUCILLE PACLAR</b> Librarian II, CID Learning Resource Management</p> <p><b>SHEILA GARCIA</b> Administrative Aide, CID-Admin</p>
<b>Schools Governance and Operations Division</b>	<p><b>MARIA TERESA M. ABSIN, PhD</b> Chief, Schools Governance and Operations Division</p> <p><b>ENGR. SANDY SIMO</b> Physical Plant in-charge</p> <p><b>IRISH KARYLLE D. MONTE, PhD</b> SEPS, HRD-SGOD</p> <p><b>DANNY A. ASIO</b> SEPS, SMME-SGOD</p> <p><b>CATHERINE ANNE S. BALANAY, PhD</b> SEPS, SOCMOB-SGOD</p> <p><b>LINDO M. CAYADONG, PhD</b> SEPS, Planning &amp; Research-SGOD</p> <p><b>EMAN A. LACHICA, PhD</b> EPS-II, HRD-SGOD</p>





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	<p><b>GERRY P. MADRID</b> EPS-II, SMME-SGOD</p> <p><b>AVEGAIL ISRAEL</b> Nurse II, School health Section</p> <p><b>ARLENE C. VALMORES, MBA</b> Administrative Officer III, Admin/SGOD</p>
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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 Anti-Red Tape (ART) Focal persons are expected to:
  - a. Lead in the review and update of services on 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 Section/Division shall perform the following tasks:
  - a. Distribute the template and guide the Citizen's Charter 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 Section into Division Citizen's Charter
  - c. Coordinate with Division Chiefs, Unit/ Section Heads, and Service Providers/ Document Controllers for correction and validation of entries and services, and
  - d. Submit the Division Citizen's Charter to ART Focal Persons the final review and approval.
5. The ART Focal Persons and the Technical Working Group per Section/ Division shall ensure that the Citizen's Charter declares all external and internal services offered and that the service standards are aligned with the RA 11032. Division Chiefs, Unit/ Section Heads, and Service Providers/ Document Controllers are directed to review and update their respective services.





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6. All **public elementary and secondary schools are required to comply** with the aforementioned Memorandum and to have Anti-Red Tape (ART) Focal Persons which shall be composed of the following:

<b>Lead</b>	<b>School Head</b>
<b>Members (one each)</b>	<b>Teacher representative</b>
	<b>Non-teaching personnel</b>

7. For guidance and reference, the memorandum DM -HROD-2021-0242 may be downloaded through this link: <https://bit.ly/DepEdMemoARTACharter2021>

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 strict compliance with this Memorandum is desired.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent



JSDP -SGOD/CID/AO -rlg

