



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

May 30, 2023

DIVISION MEMORANDUM
No. 248, s. 2023

RECONSTITUTION OF THE ANTI-RED TAPE FOCAL PERSONS

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
All Public and Private Secondary Schools
All Others Concerned
This Division

1. This is to inform the field that effective immediately, the Anti-Red Tape Focal persons of this Division are as follows:

Lead : RANDOLPH B. TORTOLA, SDS
Members : CONNIEBEL C. NISTAL, ASDS
JEFFREY M. MARTINEZ, AO-V
FELANIE MARIE A. LIM, HRMO II-Designate

2. With reference to Department Memorandum DM-PHROD-2020-00364, Schools Anti Red Tape Focal Persons are as follows:

Lead : School Head
Members : Teacher – Designate (1)
Non-teaching personnel
a.) For Elementary – Remy Jane M. Macana
b.) For Secondary -- Esmael V. Malaco Jr.

[Handwritten signature]



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

Website: | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

3. Designated employees are expected to perform the following duties and responsibilities in addition to the duties and responsibilities of their current position:
 - a. lead the reengineering and enhancing of the Citizen's Charter;
 - b. coordinate the compliance and ensure submission of the documents required by ARTA; and
 - c. implement the streamlining of processes and services

4. For information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

DESIGNATION
ANTI-RED TAPE



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

Website: | Email: elsalvador.city@deped.gov.ph