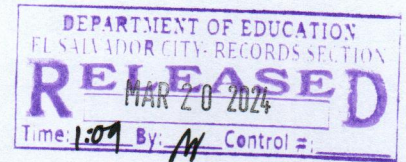




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 20, 2024

DIVISION MEMORANDUM

No. 128, s. 2024

RECONSTITUTION OF THE COMMITTEE ON ANTI-RED TAPE

To: Asst. Schools Division Superintendent
Division Chiefs
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 Committee on Anti-Red Tape of this Division are as follows:

Lead:	RANDOLPH B. TORTOLA	Schools Division Superintendent
Members:	FELANIE MARIE A. LIM	HRMO II
	SHERRIE R. DUNGOG	IT Officer
	JEFFREY M. MARTINEZ	AO V
	ROLLY B. LABIS	SGOD Chief

2. With reference to Department Memorandum DM - OUHROD -2024- 0268, Schools Anti Red Tape Committee are as follows:

Lead:	School Head	
Members:	Teacher - Designate (1	
	Non teaching personnel	Remy Jane M. Macana
		Esmael V. Malaco Jr.






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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 Citizens 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 strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

