



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
NO. 610, s. 2021

October 18, 2021

**CONSTITUTION OF THE COMMITTEE IN THE REVIEW/ REVISION /
UPDATING OF THIS DIVISION'S CITIZEN'S CHARTER**

To: Assistant Schools Division Superintendent
Division Chiefs
All Section/Division Heads
AO2: Ruben Evaretta & Danica Lagunsay

1. The Department of Education ensures the agency's compliance with Republic Act No. 11032, otherwise known as the *"Ease of Doing Business and Efficient Government Service Delivery Act of 2018"* to strengthen awareness and implementation of the law;

2. There shall be an oversight committee constituted. The following shall be the technical working group of the committee (TWG), to wit:

a. Chairman: **Basilio P. Mana-ay, Jr.**, - (ASDS)

b. Co-chairmen:

Atty. Clarisse Joy C. Arnaez-Llaban (legal)
Francis Jude D. Alcomendras (Administration)
Noreliza A. Misal (Finance)

c. Members:

Division Chiefs
Section/Division Heads
All PSDS
Ruben Evaretta
Danica Lagunsay

3. The following are the terms of reference in accordance with Section 19 of R.A. 11032, to wit:

"Sec. 19. Ease of Doing Business and Anti-Red Tape Advisory Council. - There is hereby created an Ease of Doing Business and Anti-Red Tape Advisory Council, herein referred to as the Council. xxx"

"The Council shall be the policy and advisory body to the Authority. The Council shall formulate policies and programs that will continuously enhance and improve the country's competitiveness and ease of doing business: Hence, in consonance with this section, the following are the functions of the council in the Division context:

"(a) Plan, draft and propose a Division policy on ease of doing business and anti-red tape;



"(b) Recommend policies, processes and systems to improve regulatory management to increase the productivity, efficiency, and effectiveness of permitting and licensing agencies;

"(c) Design and identify systems that will continuously enhance and improve the delivery of services in government and ease of doing business in the country;

"(d) Recommend to the Schools Division Superintendent (SDS) the creation of specific working groups or task forces in aid of the implementation of this Act;

"(e) Propose Division contextualized policies related to anti-red tape and ease of doing business;

"(f) Periodically review and assess the Division's performance, challenges, and issues;

"(g) Provide technical assistance and advisory opinions in the review of proposed national or local legislation, regulations, or procedures;

"(h) Recommend to the Authority the issuance of the appropriate measures to promote transparency and efficiency in business practices and delivery of services in government; and

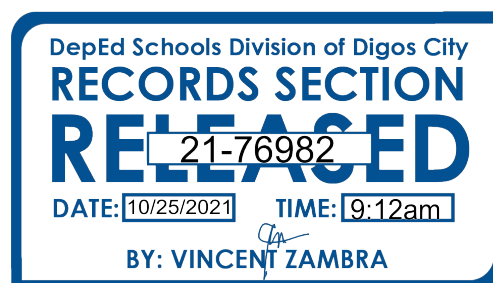
"(i) Perform such other functions as may be necessary or as may be directed by the Schools Division Superintendent for the successful implementation to attain the objectives of this Act."

In the Division level, the oversight committee chaired by the ASDS together with the legal officer, Administrative Officer V and Division Accountant, as well as the two Administrative Officer II shall serve and form part of the *Council* and its technical working group;

4. The updating of the office processes and citizen's charter is to adhere to the requirements provided for by Republic Act 11032 and Memorandum Circular No. 2020-02 issued by the Anti-Red Tape Authority (ARTA).
5. For immediate dissemination and strict compliance.


CRISTY C. EPE

Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375