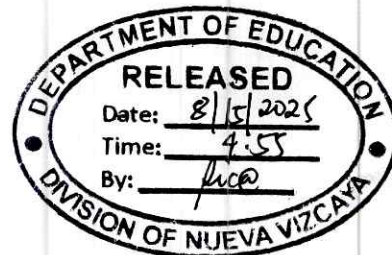




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



15 August 2025

DIVISION MEMORANDUM

No. 383, s. 2025

**UPDATED COMPOSITION, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF SDO
SUB-COMMITTEE ON ANTI-RED TAPE (SUB-CART)**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
All others concerned

1. Pursuant to DepED Memo No. 40, s. 2025, this Office announces the updated Composition, Functions, Duties and Responsibilities of SubCART, to wit:

A. Committee

Role	Person-in-Charge
Chairperson	Orlando E. Manuel PhD CESO V Schools Division Superintendent
Members	Adonis C. Ceperez EdD CESE Assistant Schools Division Superintendent
	Maricar M. Valido Administrative Officer IV, Records Unit
	Ezekel C. Garing Information Technology Officer I
	Melany M. Asuncion EPS, School Governance and Operations Division

2. As per ARTA MC 2023-08, the following are the additional responsibilities of DepED Sub-CART:

- Coordinate with the ARTA and other stakeholders for RA 11032-related updates and concerns;
- Facilitate compliance with RA 11032 requirements such as Citizen's Charter, Client Satisfaction Measurement Report, Zero Backlog Program, and Agency Action Plan;
- Lead and/or allocate funding for RA 11032-related programs, projects and activities (PPAs);
- Enlist awareness and support on RA 11032-related matters.

3. For information, guidance and compliance.


ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent
08-2025-362



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