



August 28 2019



**REGIONAL MEMORANDUM**

No. 470, s. 2019

**DISSEMINATION OF ANTI-RED TAPE AUTHORITY MEMORANDUM CIRCULAR 2019-002**

**TO:** Regional Chiefs  
Schools Division Superintendents  
School Principals  
All concerned  
This Region

1. The Anti-Red Tape Authority under the Office of the President issued the enclosed Memorandum Circular 2019-002, **RE: Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032** otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"
2. Anent thereto, all Schools and Schools Division Offices are mandated to immediately submit to the Anti-Red Tape Authority pending submission of the Citizen's Charter on or before December 6, 2019, the following:
  - a. A comprehensive list of all government services classified as simple, complex, and highly technical transaction;
  - b. Complete requirements and fees for such services;
  - c. The prescribed processing time of such classified government services which in no case shall exceed the corresponding three (3), seven (7), and twenty (20) days under RA 11032.
3. Schools and Schools Division Offices are also requested to review their respective Citizen's Charter based on the herein attached templates of the Charter's contents to align with RA 11032 and in preparation for the December 6, 2019 deadline;
4. Regional monitoring teams are directed to include in their supervision and report the status of Schools and Schools Division Office's compliance hereof;
5. Widest dissemination of this memorandum is desired.



2019-08-12577

ASD/jbr  
8/28/2019

*f. Bringas*  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Officer In-Charge  
Office of the Regional Director

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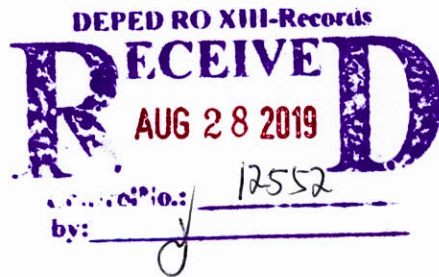


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27 August 2019

**FRANCIS CESAR B. BRINGAS**  
OIC - Director  
Department of Education – CARAGA  
Jose Rosales Ave, Butuan City, Agusan Del Norte

**Subject: Request for the Submission of the List of Services Classified into Simple, Complex, and Highly Technical in Conformity with Memorandum Circular 2019-002**

Dear **OIC - Director Bringas**:

This refers to Memorandum Circular 2019-002 or the Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and its Implementing Rules and Regulations (IRR), which the Authority issued on 13 August 2019.

Under Paragraph 6.1 of the said Circular, pending the submission of the Citizen's Charter on or before **December 6, 2019**, all covered government agencies **are directed to immediately submit** to the Authority the following:

- (i) A comprehensive list of all government services classified into simple, complex, and highly technical transactions,
- (ii) The complete requirements and fees for such services,
- (iii) The prescribed processing times of such classified government services which in no case shall exceed the corresponding three (3), seven (7), and twenty (20) days under R.A. 11032.

In line with this, we hereby request your government agency to submit the abovementioned to the Authority.

The copy of the Circular and its supporting documents are attached for your reference.

For other concerns and queries, you may reach us at Tel Nos. (02) 478-5091 / (02) 478-5093 or e-mail at [compliance@arta.gov.ph](mailto:compliance@arta.gov.ph).

Thank you and best regards.

Respectfully yours,

  
**ATTY. JEREMIAH B. BELGICA, REB, EnP**  
Director General



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Better Philippines.**

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