



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

 [www.depednegor.net](http://www.depednegor.net)

 [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

 SGOD Office (035) 225 - 6180


**DM. NO. 126, 2017**

**TO : ASDS, EPS, PSDS/ In- Charge, SEPS, EPS II, Unit Heads,  
Elementary & Secondary School Heads and All Others Concerned**

**SUBJECT : Ensuring Compliance With Section 6 of the Anti-Red Tape Act of 2007 and  
Rule IV of its Implementing Rules and Regulations**

**DATE : March 13, 2017**

1. Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof, this office shall hereby observe austere implementation and compliance with the Anti- Red Tape Act of 2007 (ARTA) and Rule IV of its Implementing Rules and Regulations.
2. All division offices, district offices and schools are required to a speedy implementation and/or updating of their compliance to the abovementioned policy.
3. A schedule for school Monitoring and Evaluation with regards to this memorandum shall be done on the month of March, 2017. Hence, we are encouraging all schools to exert collaborative effort within the school community on its preparation and implementation.
4. Attached herewith is a copy of the ARTA Watch Checklist and examples of the posters required as mentioned in the policy.
5. For your information and strict compliance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
*OIC-Office of the Assistant Regional Director*  
*Concurrent Schools Division Superintendent*

3/14/17

STJ/rbp/dcfa/rcee

Department of Education  
Region XVIII, Negros Island Region  
Division of Negros Oriental  
Capitol Area, Dumaguete City

### ARTA WATCH CHECKLIST

#### Citizen's Charter Compliance

Area	Y/N	Remarks
Vision		
Mission		
List of Frontline Services		
Content of each Frontline Service Poster:		
1. Step by Step Procedure		
2. Officer Responsible		
3. Maximum Time		
4. Required Documents		
5. Fees		
6. Procedure for Filing		
Feedback Mechanism		

#### Other ARTA Requirements

Area	Y/N	Remarks
Anti-Fixer Poster/ Materials		
Presence of Fixers		
Public Assistance/Complaints Desk (PACD) installed		
Public Assistance/Complaints Desk (PACD) manned		
No Lunch Break Poster (Principal's Office)		
No Lunch Break Observed		
ID/ Nameplates		
Courtesy Lanes		
CCB Poster		
HAP Poster		
Smoke Free Poster		
Presence of Smokers in the Building		

Date of Inspection:

\_\_\_\_\_

Monitoring and Evaluation Team:

**Dr. Rachel B. Picardal- Chief, SGOD**

**Mr. Dennis Charl F. Andalajao- Senior Education Program Specialist**

**Mrs. Regina Clarina E. Empeso- Education Program Specialist II**

NAME OF SCHOOL :