



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

June 8, 2026

**OFFICE MEMORANDUM**

No. 006, s. 2026

**Focus Group Discussion on Anti-Red Tape Authority (ARTA)**

To: Assistant Schools Division Superintendents  
Division Chiefs  
SDO Unit & Sub-Unit Heads  
PSDS  
All Others Concerned

1. In strict adherence to Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and to reinforce the mandate of the DepEd Committee on Anti-Red Tape (CART), this Office will conduct a focus group discussion (FGD) regarding its compliance on June 15, 2026, 9:00 AM at the Conference Hall, DepEd Building, Capitol Compound, Brgy. Guinahawa, City of Malolos, Bulacan.
2. The primary objective of this FGD is to review current office workflows to ensure greater organizational output, administrative efficiency, high-quality public service, and ultimate client satisfaction.
3. In line with ARTA guidelines, all regular transactions must be acted upon, processed, and officially released by the responsible Office within three (3) working days from the time of receipt.
4. To ensure a productive and data-driven discussion, all attendees are strictly directed to fill out the attached ARTA Process Review and Intervention Form (Enclosure 1). Process owners must prepare and bring this accomplished form, ensuring it covers the following required areas for their respective offices/units:
  - a. List of Regular Transactions: A comprehensive inventory of frontline and internal services.
  - b. Process Flow per Transaction: Current step-by-step mapping of how documents move from receipt to release.



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- c. Challenges Met: Explicit bottlenecks, delays, or procedural issues encountered by the office or the clients.
  - d. Risk Assessment: Potential risks associated with delays, document loss, or non-compliance with the 3-day rule.
  - e. Possible Intervention or Corrective Action: Practical strategies, automation efforts, or adjustments to overcome the identified challenges.
5. Critical to this preparation, the Assistant Schools Division Superintendents (ASDS) are specifically directed to oversee and consolidate the List of Regular Transactions across all functional divisions and units of their jurisdiction prior to the scheduled FGD.
  6. The expected major outputs of this session will be a clearer process review and a finalized intervention scheme to eliminate bureaucratic red tape within the Office.
  7. 100% attendance is expected.
  8. For information, guidance and compliance.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



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Enclosure No. 2 to Division Memorandum No. *004*, s. 2026

List of Participants

<b>Name</b>	<b>Designation</b>
<i>Office of the Schools Division Superintendent (OSDS)</i>	
1. Cecilia E. Valderama, PhD	OIC-Office of the Schools Division Superintendent
2. Maria Celina L. Vega, CESO VI	Assistant Schools Division Superintendent
3. Jaime T. Tugade, RGC, PhD, CESE	Assistant Schools Division Superintendent
4. Atty. Elmer D. Lopez	Attorney III
5. Victoria O. Madrigal	Administrative Officer V
6. Loradel B. Pasco	Administrative Officer IV
7. Lorena P. Bodoso	Administrative Officer IV
8. Rona Jema R. Mercurio	Administrative Officer IV
9. Dan Harvey Castro	Administrative Officer IV
10. Raquel I. Climaco	Administrative Officer IV
11. Jonnalyn D. Gonzzales, CPA	Accountant III
12. Alvin V. Suriben	Administrative Officer V
13. Marco Paolo I. Victoriano	Information & Technology Off. I
14. Atty. Cornelio C. Pacala	Attorney V
15. Rainelda M. Blanco	Chief SGOD
16. Jay-Arr C. Tayao	EDUC. PROG. SUPERVISOR
17. Paulo Eduardo C. Cruz Jr.	P.O III/Planning and Res.
18. Carl Paulo A. Fernando	Engineer III
19. Maribel Perez	SEPS II/Planning and Res.
20. Bryan Amiel F. De Jesus	SEPS II/SMN
21. Ma. Jesusa V. Pampilon	EPS II/MNE
22. Mark Joven V. Ramos	EPS II/HRD
23. Christian Paul M. De Guzman	EPS II/SMN
24. Pedro G. Lacap	PDO II/SMN
25. Michael F. Ebreo	Engoneer III- CO
26. Engelbert Dela Cruz	PDO I
27. Jhed Daguman	PDO I
28. Rheden Jade D. Velasquez	Technical Assistant
29. Nicole Andreanna T. Bulseco	Medical Officer III
30. Vilma Q. Aguas	Dentist II
31. Shirley C. Burgos	Nurse II
32. Cecilia S. Custodio	Chief CID
33. Marilene G. Ramos	EPS
34. Virgilio L. Laggui	EPS
35. Agnes D. Bernando	EPS
36. Marinella Garcia SY	EPS
37. Jay Arr V. Sangoyo	EPS
38. Anastacia N. Victorino	EPS

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39. Joel I. Vasallo	EPS
40. Eleseo E. Godoy	EPS
41. Perlita G. Pagdanganan	EPS
42. Ariston E. Manuel	EPS
43. Francisco B. Macale	EPS
44. Shiela Marie Castillo	EPS II/ALS
45. Glenda S. Constantino	PDO II
46. Charito N. Laggui, PhD	PSDS - Secondary
47. Daniel V. Ortega	PSDS - Elem
48. Lope Adrian C. Acapulco	Principal III
49. Neri L. Dizon	Principal IV
50.	



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Enclosure No. 1 of Office Memorandum No. 006, s. 2026

**ARTA Process Review and Intervention Form**

Office/Unit: \_\_\_\_\_ Process Owner/Head: \_\_\_\_\_

Instructions: Please accomplish this form for all regular services/transactions under your unit. This must be presented and submitted during the Focus Group Discussion (FGD).

Regular Transaction	Current Process Flow (Step-by-Step)	Challenges Met (Bottlenecks/ Delays)	Risk Assessment (Impact of Delay/ Non-compliance)	Possible Intervention / Corrective Action



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