



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



03 June 2025

**REGIONAL MEMORANDUM**

No. 383.2025

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-1338 "REMINDERS ON  
UPDATING THE DEPED FIELD OFFICES AND SCHOOLS' CITIZEN'S CHARTER  
IN ALIGNMENT WITH THE DEPED CITIZEN'S CHARTER 2025"**

To: Assistant Regional Director  
Schools Division Superintendents  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Enclosed is MEMORANDUM DM-OUHROD-2025-1338 "Reminders on Updating the DepEd Field Offices and Schools' Citizen's Charter in Alignment with the DepEd Citizen's Charter 2025", details of which are stated within.
2. With the foregoing, the Regional Office and Schools Division Offices are directed to update their official website with the latest and Citizen's Charter and Client Satisfaction Measurement Form on or before July 18, 2025.
3. For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph).
4. For dissemination, information, and strict compliance.

  
Digitally signed by ESTELA P.  
LEON-CARIÑO EdD, CESO III  
Date: 2025.06.03 14:14:47 +08'00'  
**ESTELA P. LEON - CARIÑO EdD, CESO III**  
Director IV/Regional Director 



ASD/MAB/mpc 06032025  
CC|CSM2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

 DepEd Tayo Cordillera  <https://depedcar.ph>





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025- 1338**

**FOR : UNDERSECRETARIES AND ASSISTANT SECRETARIES**  
**BUREAU AND SERVICE DIRECTORS**  
**REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*  
*Vice Chairperson, DepEd Committee on Anti-Red Tape*

**SUBJECT : REMINDERS ON UPDATING THE DEPED FIELD OFFICES AND**  
**SCHOOLS' CITIZEN'S CHARTER IN ALIGNMENT WITH THE**  
**DEPED CITIZEN'S CHARTER 2025**

**DATE : 29 May 2025**

In compliance with Republic Act (RA) No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, which requires all government agencies to set up their most current and updated service standards, the Department of Education (DepEd) hereby implements the DepEd Citizen's Charter 2025 (1st Edition) as published in <https://www.deped.gov.ph/about-deped/citizenscharter/>.

In this regard, all governance levels shall be guided by the service standards published in the latest Citizen's Charter (CC), i.e.:

- a. services applicable to their office,
- b. documentary requirements from the client,
- c. procedure to obtain a particular service (client steps and agency action),
- d. person/s responsible per step,
- e. applicable fee/s (transaction cost),
- f. processing time, and
- g. procedure for filing complaints.

As required in Memorandum Circular No. 2019-002 issued by the Anti-Red Tape Authority (ARTA), the DepEd CC 2025 shall be posted in the following forms:



Form	Description	Reminders
1. Handbook	<ul style="list-style-type: none"> <li>• Hard copy of the latest Citizen's Charter following the ARTA-prescribed template, using Reference B of ARTA MC No. 2019-002: <a href="https://arta.gov.ph/wp-content/uploads/2020/07/Reference_B_-_Citizen's_Charter_Handbook_Template_with_Instructions_-_Accepted_Changes.pdf">https://arta.gov.ph/wp-content/uploads/2020/07/Reference B - Citizen's Charter Handbook Template with Instructions - Accepted Changes.pdf</a></li> <li>• Regional Offices (ROs), Schools Division Offices (SDOs), and schools are discouraged from deviating from the service standards stated in the DepEd-wide CC unless the difference is due to streamlining/digitization or circumstances only applicable to their office.</li> </ul>	<ul style="list-style-type: none"> <li>• ROs/SDOs using the DepEd-wide CC shall print only the services applicable to their governance level from the CC in <a href="https://www.deped.gov.ph/about-deped/citizenscharter/">https://www.deped.gov.ph/about-deped/citizenscharter/</a>.</li> <li>• The hard copy of the RO/SDO CC culled from the DepEd-wide CC shall be kept at the Office of the Regional Director (ORD) / Office of the Schools Division Superintendent (OSDS).</li> <li>• ROs/SDOs using the RO/SDO-crafted CC shall print the latest version of their CC and keep the hard copy in the ORD/OSDS.</li> <li>• Offices other than OSEC/ORD/OSDS are only required to print the CC for services they are involved in.</li> <li>• The CC shall be printed and bound (soft/hard/ring bind) on A4 paper.</li> </ul>
2. Information Billboard	<ul style="list-style-type: none"> <li>• Condensed version of the Handbook, but at a minimum shall still include the following:               <ol style="list-style-type: none"> <li>a. Version (Year or Month + Year) of the CC posted;</li> <li>b. Includes all services applicable to the governance level;</li> <li>c. Complete list of requirements per service;</li> <li>d. Client steps and agency action;</li> <li>e. Full name, designation, and office of the person responsible per step;</li> <li>f. Fees to be paid, if any;</li> <li>g. Processing time; and</li> <li>h. Procedure for filing complaints.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• May be a tarpaulin/poster, electronic billboard (TV), or interactive information kiosk placed at the main entrance or most conspicuous place of service. It shall be readable, concise, and engaging.</li> <li>• TV or information kiosks with the CC shall allow sufficient read time; transition should not be too fast, and graphics should not be distracting.</li> </ul>
		<ul style="list-style-type: none"> <li>• Refer to Enclosure No. 1 for the ARTA-prescribed template for the <i>Procedure for Filing Complaints</i>.</li> </ul>

		<ul style="list-style-type: none"> <li>• It shall be posted at the main entrance or the most conspicuous place of service.</li> <li>• Feedback on the services in the CC shall be recorded using the ARTA-prescribed Client Satisfaction Measurement (CSM) Form.</li> <li>• The CSM shall be accessible by posting the QR code/link or leaving CSM hard copies near the billboard/kiosk.</li> </ul> <p>Queries/concerns on the CSM shall be directed to the Public Assistance Action Center (PAAC) at <a href="mailto:depedactioncenter@deped.gov.ph">depedactioncenter@deped.gov.ph</a>.</p>
3. Online	<ul style="list-style-type: none"> <li>• The uploaded CC shall be a read-only, searchable PDF version of the Handbook.</li> <li>• It shall be uploaded on the official website of the RO/SDO.</li> </ul>	<ul style="list-style-type: none"> <li>• If RO/SDO is using the DepEd-wide CC, post this clickable link <a href="https://www.deped.gov.ph/about-deped/citizenscharter/">https://www.deped.gov.ph/about-deped/citizenscharter/</a> in the RO/SDO's homepage or under tabs named <i>Home</i> or <i>About Us</i>.</li> <li>• If RO/SDO is using the RO/SDO-crafted CC, upload it on the website's homepage, under its own tab, or under tabs named <i>Home</i> or <i>About Us</i>.</li> <li>• A condensed version of the latest Handbook (such as a workflow) containing items a-g on Item No. 2 of this table may be posted on the RO/SDO website only as a quick reference for clients. The RO/SDO is still required to publish the entirety of the CC they are using on their website.</li> <li>• If CC shall be published online in a non-PDF format (e.g., FlipHTML5), it shall still be clear and readable, and without cost to users.</li> <li>• If possible, the CC should be easily accessible, i.e., no need to download the file to view it.</li> </ul>
	<ul style="list-style-type: none"> <li>• If there is no working website, the latest CC may be uploaded on the official Facebook account of the RO/SDO/school.</li> </ul>	<ul style="list-style-type: none"> <li>• If using graphics, ensure that the CC posted shall still be clear and readable, easily accessible.</li> <li>• If RO/SDO is using the DepEd-wide CC:</li> </ul>



		<ul style="list-style-type: none"> <li>- Post a clickable link to <a href="https://www.deped.gov.ph/about-deped/citizenscharter/">https://www.deped.gov.ph/about-deped/citizenscharter/</a> or</li> <li>- Upload individual pages of the CC Handbook in an album titled <i>DepEd-(insert governance unit here) Citizen's Charter (insert year)</i>, e.g., <i>DepEd-RO V Citizen's Charter 2025</i></li> <li>• If RO/SDO is using the RO/SDO-crafted CC: <ul style="list-style-type: none"> <li>- Upload individual pages of the CC Handbook in an album titled <i>DepEd-(insert governance unit here) Citizen's Charter (insert year)</i>, e.g., <i>DepEd-RO X Citizen's Charter 2025</i></li> <li>- Include the clickable link of the CC in the RO/SDO website on the FB album description.</li> </ul> </li> </ul>
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It must be reiterated that conformance to RA 11032 is subject to random audit or monitoring by the ARTA Compliance Monitoring and Evaluation Office (CMEO), which may refer non-compliance to the ARTA Investigation, Enforcement, and Litigation Office (IELO).

Hence, all are enjoined to uphold the DepEd Citizen's Charter with guidance from the DepEd Committee on Anti-Red Tape (CART) in the Central Office and Sub-CART in ROs, SDOs, and schools. DepEd Memorandum No. 040, s. 2025 provides the updated composition of the DepEd CART and Sub-CART that can be accessed at [https://www.deped.gov.ph/wp-content/uploads/DM\\_s2025\\_040.pdf](https://www.deped.gov.ph/wp-content/uploads/DM_s2025_040.pdf).

To check the status of CC and CSM in field office websites, the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED), as the DepEd CART Secretariat, shall be conducting an online inventory by August 2025. Hence, all ROs and SDOs are requested to **update their official websites with the latest CC and CSM on or before 18 July 2025**. Attention is requested to the *Status of Citizen's Charter and Client Satisfaction Measurement (CSM) Form in Field Office Websites as of 1 May 2025* (Enclosure No. 2) since the links listed shall be the basis of the inventory. To request updates on RO/SDO links, please advise the DepEd CART Secretariat via email.

For more information on the DepEd Citizen's Charter 2025, contact the DepEd CART Secretariat through [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph) or (02) 8633-5375.

For information and guidance.

Enclosures: As stated

Copy furnished: Office of the Secretary, Department of Education

## Enclosure No. 1 – Procedure for Filing Complaints

The procedures **shall be posted at the main entrance or most conspicuous place of service** as a poster or tarpaulin at the CO/RO/SDO (onsite) or in the Contact Us tab in the RO/SDO website (online).

	Central Office	Regional Office	Schools Division Office
<b>How to send feedback</b>	Walk-in: Fill out the Walk-in Client Form at the Public Assistance Action Center (PAAC)	Walk-in: Visit the (specify office if PAU or RPAC) to record your feedback.	Walk-in: Visit the (specify office if OSDS or DPAC) to record your feedback.
	Online: Email the PAAC at <a href="mailto:depedactioncenter@dep.ed.gov.ph">depedactioncenter@dep.ed.gov.ph</a>	Online: Email (insert email address) or fill out the RO online feedback form at (insert CSM link or QR code)	Online: Email (insert email address) or fill out the SDO online feedback form at (insert CSM link or QR code)
	Phone: Call the PAAC at (+63 2) 8636-1663   8633-1942	Phone: Call the (specify office if PAU or RPAC) at (insert phone no. here)	Phone: Call the (specify office if OSDS or DPAC) at (insert phone no. here)
	SMS: Send a text message to PAAC at 0919-456-0027 (Smart)   0995-921-8461 (Globe)	SMS: Send a text message to (specify if PAU or RPAC) at (insert phone no. here)	SMS: Send a text message to (specify if OSDS or DPAC) at (insert phone no. here)
<b>How feedback is processed</b>	For feedback coursed through PAAC: Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.	For feedback coursed through (specify if PAU or RPAC): Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.	For feedback coursed through (specify if OSDS or DPAC): Feedback shall be recorded and referred to the concerned office/s with a request to address the feedback. Any action undertaken shall be communicated by the concerned office/s directly to client, CC: PAAC.
	<i>For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.</i>	<i>For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.</i>	<i>For feedback sent directly to the concerned office: Feedback shall be recorded and addressed directly by the concerned office and communicated to the client.</i>
<b>How to file a complaint</b>	Walk-in: Fill out the Walk-in Client Form at the PAAC.	Walk-in: Visit the (insert name of office in RO in charge of receiving complaints) for assistance.	Walk-in: Visit the (insert name of office in SDO in charge of receiving complaints) for assistance.



	Online: Email the PAAC at <a href="mailto:depedactioncenter@dep.ed.gov.ph">depedactioncenter@dep.ed.gov.ph</a>	Online: Email the (insert name of office in RO in charge of complaints) at (insert email address) or fill out the online complaint form at (insert link).	Online: Email the (insert name of office in SDO in charge of complaints) at (insert email address) or fill out the online feedback form at (insert link).
	Phone: Call the PAAC at (+63 2) 8636-1663   8633-1942	Phone: Call the (insert name of office) at (insert phone no. here)	Phone: Call the (insert name of office) at (insert phone no. here)
	SMS: Send a text message to PAAC at 0919-456-0027 (Smart)   0995-921-8461 (Globe)	SMS: Send a text message to (insert name of office) at (insert phone no. here)	SMS: Send a text message to (insert name of office) at (insert phone no. here)
	Upon receipt of complete information and/or documentation, the office personnel designated to receive the complaint shall record the concern on the database and inform the client of the next steps to be undertaken to resolve the issue and how the resolution shall be communicated to the client.		
<b>Contact Information of 8888, ARTA, and CSC-CCB</b>	8888: Call 8888   Text 8888   Visit <a href="https://8888.gov.ph/">https://8888.gov.ph/</a> ARTA: Call 0969-257-7242 or 0928-690-4080   Email <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> Civil Service Commission-Contact Center ng Bayan (CSC-CCB): Call 1-6565   Text 0908-881-6565   Visit <a href="https://contactcenterngbayan.gov.ph/contact-us">https://contactcenterngbayan.gov.ph/contact-us</a>		

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