



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 054, s. 2026

JAN 22 2026

**VALIDATION AND FINALIZATION OF THE DEPED CITIZEN'S
CHARTER 2026 EDITION**

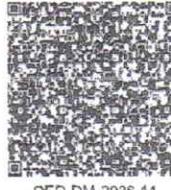
TO: OIC- Assistant Regional Director
Schools Division Superintendent of Negros Occidental
All Others Concerned

1. Attached is the DM-OUHROD-2026-0049 dated January 12, 2026 on the conduct of the Validation and Finalization of the Deped Citizen's Charter 2026 Edition on February 3-6, 2026 at the National Education Academy of the Philippines-NCR, #20 Cepeda Street, Conception Marikina City.
2. The following are the participants:

Name	Designation	Station
Atty. Ronald P. Villanueva, Jr.	OIC-Attorney IV	RO-NIR
Noli A. Mendoza	Administrative Officer IV/ OIC- Administrative Officer V	SDO Negros Occidental

3. The participants shall confirm attendance by registering through the link provided in the attached Memorandum from the Office of the Undersecretary for Human Resource and Organizational Development.
4. Travel expenses shall be charged to local funds, subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director



OED-DM-2026-11

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2026-0049

TO : Bureau of Education Assessment
 Bureau of Human Resource and Organizational Development
 National Educators Academy of the Philippines
 Administrative Service
 Finance Service
 Information and Communications Technology Service
 Legal Service
 Public Affairs Services
 Education Facilities Division
 All Regional Offices

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

SUBJECT : **VALIDATION AND FINALIZATION OF THE DEPED CITIZEN'S CHARTER 2026 EDITION**

DATE : 12 January 2026

E-signed by
 Wilfredo Cabral
 1/12/2026, 7:18:12 AM

In continued adherence to Republic Act (RA) No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, which mandates government agencies to establish and maintain current and updated service standards through their respective Citizen's Charters, the Department of Education (DepEd) Committee on Anti-Red Tape (CART) Secretariat is set to conduct its writeshop to review the service charters for internal services of Regional Offices and Schools Division Offices on January 27-30, 2026 (with approved AR No. 2025-CO-10994).

To finalize the outputs of the said writeshop and review the service charters for external services, the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED), in its capacity as the DepEd CART Secretariat, a workshop on the **Validation and Finalization of the DepEd's Citizen's Charter 2026 Edition** shall be conducted on **February 3-6, 2026** at the **National Educators Academy of the Philippines - National Capital Region**, #20 Cepeda Street, Concepcion, Marikina City.

The detailed program of activities is attached as **Annex A** for reference and guidance.

To ensure that all offices at the central, regional, and schools division levels catering external services are represented, all Heads of Offices of the identified bureaus/services/offices, regions, and schools divisions are hereby directed to authorize the participation of your respective representatives in the said activity (*refer to Annex B - List of Participants*). All participants are further directed to **register on or before January 23, 2026**, through this link: <https://tinyurl.com/Validation-DepEdCC2026>.

Please note that participants from the Schools Division Offices shall be determined by the Regional Office in accordance with the specified positions in *Annex B*.

Board and lodging of all participants, as well as the travel expenses of the Program Management Team, shall be charged against GASS Current Fund for FY 2025 with ATC No. 2025-CO-01633; while the transportation and other travel expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules. For board and lodging and meal arrangements, please refer to the details below:

	Feb. 3, 2026 (Day 1)	Feb. 4, 2026 (Day 2)	Feb. 5, 2026 (Day 3)	Feb. 6, 2026 (Day 4)
Lodging	/	/	/	x
Breakfast	x	/	/	/
AM Snack	x	/	/	/
Lunch	x	/	/	/
PM Snack	/	/	/	x
Dinner	/	/	/	x

For questions or clarifications, please contact **Mr. Ervin Joseph B. Ocampo** or **Ms. Hannah Hasmin M. Caña** of the DepEd CART Secretariat, BHROD-OED, via email at citizenscharter@deped.gov.ph or by phone at (02) 8633-5375.

Copy Furnished:
OFFICE OF THE SECRETARY
Department of Education
osec@deped.gov.ph

Annex B – List of Participants

Validation and Finalization of the DepEd Citizen's Charter 2026 Edition
(February 3-6, 2026)

Governance Level	Office	Allocated Pax
Central Office	Administrative Service – Records Division	2
	Bureau of Education Assessment – Education Assessment Division	2
	Bureau of Human Resource and Organizational Development – Personnel Division	2
	Education Facilities Division	2
	Finance Service – Cash Division	2
	Information and Communications Technology Service – User Support Division	2
	Legal Service – Investigation Division	2
	Legal Service – Legal Division	2
	National Educators' Academy of the Philippines – Quality Assurance Division	2
	Public Affairs Service – Public Assistance Action Center	2
	Public Affairs Service – Publication Division	2
Regional Office	Regional Office I – Head of Legal Unit	1
	Regional Office II – Head of NEAP RO	1
	Regional Office III – Head of Personnel Unit	1
	Regional Office IVA – Chief, Policy Planning and Research Division	1
	Regional Office IVA – Head of Records Section	1
	Regional Office IVB – Head of Public Affairs Unit	1
	Regional Office V – Chief, Quality Assurance Division	1
	Regional Office VI – Head of Records Section	1
	Regional Office VII – Head of Cash Unit	1
	Regional Office VIII – Chief, Curriculum and Learning Management Division	1
	Regional Office IX – Head of NEAP RO	1
	Regional Office X – Head of Personnel Unit	1
	Regional Office XI – Chief, Policy Planning and Research Division	1
	Regional Office XII – Head of Public Affairs Unit	1
	Regional Office XIII – Chief, Quality Assurance Division	1
	Cordillera Administrative Region – Head of Cash Unit	1
	National Capital Region – Chief, Curriculum and Learning Management Division	1
	Negros Island Region – Head of Legal Unit	1
Schools Division Office*	Head of Property and Supply Unit from RO I	1
	Head of Records Unit from RO II	1

Chief of Curriculum and Instruction Division from RO III	1
Chief of School Governance and Operations Division from RO IV-A	1
Head of Legal Unit from RO IV-B	1
Head of Personnel Unit from RO V	1
Head of Property and Supply Unit from RO VI	1
Head of Records Unit from RO VII	1
Chief of Curriculum and Instruction Division from RO VIII	1
Chief of School Governance and Operations Division from RO IX	1
Head of Legal Unit from RO X	1
Head of Personnel Unit from RO XI	1
Head of Property and Supply Unit from RO XII	1
Head of Records Unit from RO XIII	1
Head of Legal Unit from RO CAR	1
Head of Personnel Unit from RO NCR	1
Head of Personnel Unit from RO NIR	1
TOTAL	57

*TEV of participants will be covered by the program proponent

**The Regional Office will determine the participants for the SDO and School levels. Participants from the schools should be non-teaching personnel.

PROGRAM MANAGEMENT TEAM			
	Name	Position	Office
1	Ruby Chanda J. Crisostomo	Project Development Officer V	BHROD – Organization Effectiveness Division
2	Hannah Hasmin M. Caña	Administrative Officer V	
3	Ervin Joseph B. Ocampo	Technical Assistant II	