



JUL 07 2009

DepED MEMORANDUM
No. **307**, s. 2009

TRAINING ON THE FORMULATION OF DEPED CITIZEN'S CHARTER

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents

1. Pursuant to Republic Act No. 9485, otherwise known as "An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Improving Penalties Therefore" or the Anti-Red Tape Act of 2007, and Administrative Order No. 241, "Mandating the Speedy Implementation of Republic Act No. 9485 Otherwise Known as the Anti-Red Tape Act and Its Implementing Rules and Regulations", a Training on the Formulation of DepED Citizen's Charter will be conducted on July 23-24, 2009 at the Teachers Camp, Baguio City.
2. This training is aimed at formulating DepED Citizen's Charter and at discussing the step by step guides in formulating the said Charter, including implementing and sustaining it. This is also in compliance with the mandates of RA No. 9485 that all government offices and agencies with frontline service offices shall develop their Citizen's Charter within one (1) year from the effectivity of the IRR of the said law.
3. Participants to the said training are composed of frontline service offices of the Central Office, Regional Offices, and Division Offices. The Regional Directors shall identify two (2) divisions in their respective regions, while the Schools Division Superintendents will identify four (4) School Heads (two from secondary and two from elementary) as participants to the training. The participants should be highly familiar with the critical frontline services of the Department as they are expected to propose necessary measures on developing the DepED Citizen's Charter in their respective offices.
4. Board and lodging of participants, honoraria of speakers, handouts/materials and other incidental expenses will be borne by OSEC Funds, while the traveling expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Participants are expected to arrive in the venue the day before the training.
6. For confirmation and/or more information, please contact the Office of the Undersecretary for Legal Affairs with tel. nos.: (02) 633-7205/59 or (02) 636-8636.
7. Enclosed is the suggested list of participants in the Central, Regional and Division Offices.
8. Immediate and wide dissemination of this Memorandum to all concerned is desired.



JESLI A. LAPUS
Secretary

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
LEGISLATION
TRAINING PROGRAMS

Sally: training of DepED citizen's charter
June 23, 2009

List of Participants in the Training on the formulation DepEd Citizen's Charter

Frontline Service offices in the Central Office

Legal Division	4
Personnel Division	1
Records Division	1
Employees Welfare and Benefits	1
National Education Test and Research center	1
Cash Division	1
Accounting Division	1
Director, Administrative Service	1

Regions

Regional Directors/ Asst. Regional Directors	17
Legal Officer	1
Administrative Officer	1
Human Resource Division Officer (Personnel)	1
Cashier	1
Records Officer	1
Regional ALS Supervisor	1

2 Divisions

SDS/ ASDS (2 SDS/ASDS x 17 Regions)	34
Administrative Officer (per division)	1
Human Resource Officer (Personnel) (per division)	1
Records Officer (per division)	1
ALS Supervisor (per division)	1
School Heads (4 school heads per division x 34 divisions)	136