



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 31
Series of 2023

AN ORDER CREATING COMMITTEE ON ANTI-RED TAPE (CART) IN COMPLIANCE WITH REPUBLIC ACT NO. 11032, OTHERWISE KNOWN AS THE “EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018” IN THE MUNICIPALITY OF CALASIAO

WHEREAS, pursuant to RA No. 11032 Section 5, all offices and agencies which provide government services are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time.

WHEREAS, Section 8 of the said law states that “The head of the office or agency shall be primarily responsible for the implementation of the RA 11032 and shall be held accountable to the public in rendering fast, efficient, convenient, and reliable service. All transactions and processes are deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office or agency concerned.”

WHEREAS, the issuance of these guidelines has been authorized and approved by the Ease of Doing Business and Anti-Red Tape Advisory Council.

WHEREAS, the implementing rules and regulations, rule III, section 1. Streamlining of Government Services, it is provided that all agencies which provide government service shall undertake compliance cost analysis, conduct time and motion studies, undergo evaluation and improvement of all their government services, and reengineer the same, if necessary, to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes.

NOW, THEREFORE, I KEVIN ROY Q. MACANLALAY, Municipal Mayor, by virtue of the power vested in me by law do hereby order the creation of **COMMITTEE ON ANTI-RED TAPE (CART)** with its following composition and functions:

Section 1. COMPOSITION. The Committee on Anti-Red Tape shall be composed of the following:

CHAIRPERSON: : MS. ROMALYNE Q. MACANLALAY
Municipal Administrator

VICE-CHAIRPERSON: : MRS. JACEL C. DION – HRMO

MEMBERS : MS. MARIA VICTORIA P. DEL ROSARIO- EEO
ENGR. EVELYN C. SIAPNO – MPDC

MRS: LETICIA L. GARCIA – BUDGET OFFICER

ENGR. EDWIN P. TIGNO – MUN. ENGINEER

MR. CHERMEL L POSERIO – MTO

ENGR. ARTURO B. GASPAR-Assistant Mun. Engineer

The Secretariat for the Committee on Anti-Red Tape shall be composed of the following:

MR. TEDDY A. TULLAO – MARKET Supervisor III (EEO)

MR. FEGEMAR AGAPITO G. SILANG – Admin Asst. III (Computer Operator IV)

MR. CHRISTIAN F. CALAUNAN – Admin Aide VI (Clerk III)

Section 2. DUTIES AND FUNCTIONS. The Committee on Anti-Red Tape (CART) shall ensure that Local Government Unit of Calasiao shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority as may be applicable. These requirements pertain to the conduct of the following;

2.1 Conduct of compliance cost analysis, conduct time and motion studies, evaluation and improvement of all agency's services, and reengineer the same;

2.2 Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:

2.2.1 Notify the Authority of every formulation, modification, and repeal of regulations, ordinances, or other related issuances;

2.2.2. Conduct post implementation assessment and review of existing regulations, ordinances or the other related issuance, undertake Regulatory Impact Assessment (RIA);

2.2.3. Prepare a Preliminary Impact Assessment (PIA) whenever there is Intent to formulate, modify, or repeal a regulation and submit to the Authority;

2.2.4. Produce a Regulatory Impact statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment

2.2.5. Refer the Authority's policy option recommendation to the appropriate decision-makers within the agency;

2.2.6. Submit and Inventory and Electronic Copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS)

2.3 Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff within sixty (60) days from the end of the training.

2.4 Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:

a. UP Office of the National Administrative Register, and

b. Official Gazette for publication

2.5 Set up the most current and updated service standards and indicate in the Citizen Charter in accordance to the prescribed template issued by the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);

2.6 Monitor and periodically review the office or agency's citizen charter; specifically; procedures/steps, time, documentary requirements, and fees;

2.7 Ensure that an updated Citizen Charter, should there be any change, is posted not later than March 31st of each year;

2.8 Ensure the compliance of the agency on the zero-contact policy in accordance with the law;

2.9 Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law;

3.0 Develop and foster a client feedback mechanism and client satisfaction measurement;

3.1 Report to the Authority not later than the last working day of January of each year the results of the Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority;

3.2 Establish and manage public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback, and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanisms where clients may adequately express their complains, comments, or suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center of the Authority are acknowledge, received, responded to and/or acted upon within the designated period by the intended recipient within the agency;

3.3 Service as overall coordination body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under RA No. 11032, its IRR, and other issuances by the Authority. The CART must facilitate and assist various departments and offices involved during the development and implementation of e-BOSS, including logistical and personnel requirements, security of the system, development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;

3.4 Coordinate with the agency's communication/public relations office the dissemination of ARTA information, Education, and Communication materials for public consumption;

3.5 Perform other functions, duties, and responsibilities under RA No. 11032 (amending RA 9485), its IRR and other issuances issued by the Authority.

Section 3. This Order shall take effect immediately.

Done this 28th of April 2023 at Calasiao, Pangasinan

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor