



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR
Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Email: mayorsoffice@pinamalayan.gov.ph
Telephone No. 043-284-7145

EXECUTIVE ORDER NO. 32-2023

AN ORDER CREATING THE COMMITTEE ON ANTI-RED TAPE (CART) IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Section 5 of Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", provides that 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 aforementioned law states that "The head of the office or agency shall be primarily responsible for the implementation of this Act 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, on September 30, 2020, the Anti-Red Tape Authority (ARTA) issued Memorandum Circular No. 2020 – 07, series of 2020 to provide all government agencies with pertinent information, instructions and guidelines in forming a Committee on Anti-Red Tape (CART) to comply with Republic Act No. 11032 and its Implementing Rules and Regulations (IRR);

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor, of the Municipality of Pinamalayan, Province of Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the creation of the Committee on Anti-Red Tape of Pinamalayan, Oriental Mindoro, as follows:

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

Chairperson:

HON. ARISTEO A. BALDOS, JR. - Municipal Mayor

Vice-Chairperson:

HON. RODOLFO M. MAGSINO - Municipal Vice Mayor

Members:

HON. RIO S. MERCENE	- SB Member
HON. MAURO P. HELERA	- SB Member
HON. ANJUNE A. ZAMORA	- SB Member
HON. JEOFFREY PAUL A. UMBAO	- SB Member
MR. DANIEL Q. FRUELDA, RN, MMPA	- Acting Municipal Administrator
ATTY. MIRASOL J. SANTOS	- Secretary to the Sangguniang Bayan
MR. PLARIDEL S. CUPIADO	- Municipal Treasurer
MR. CARLITO M. MEJICO	- Municipal Assessor
EnP ROSENIO A. TORIANO	- MPDC
MS. NEMIA B. MONSANTO	- MGDH I – HRMO
MR. EDWIN C. MICIANO	- MGDH I – BPLO
ENGR. MANOLITO E. MASCULINO	- Municipal Engineer
DRA. NIÑA KRISTINNE L. PUNZALAN	- Municipal Health Officer





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ENGR. ANGELA CAMILLE F. SAMARITA	- Administrative Officer IV/OIC-MENRMD
MR. JOHN DAVE M. DELOS SANTOS	- Executive Assistant II/Public Information Officer/LEDIP Officer
MR. RONE B. MADRID	- Administrative Officer IV/OIC-GSO
MS. MENEFHIE J. SALAMAT	- Public Assistance and Complaint Desk Officer
MR. JAN-NEIL H. EVANGELISTA	- Senior Administrative Assistant II

Section 3. FUNCTIONS, DUTIES AND RESPONSIBILITIES. The CART shall ensure that the Municipal Government of Pinamalayan (MGOP) 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:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, and reengineering the same;
2. Subject to the Guidelines/National/Policy on Regulatory Management System to be issued by the Authority:
 - 2.1. Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - 2.2. Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - 2.3. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
 - 2.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - 2.5. Refer the Authority's policy option recommendation to the appropriate decision-makers within the agency;
 - 2.6. Submit an inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).
3. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by the office staff within sixty (60) days from the end of the training;
4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - 4.1. UP Office of National Administration Register (UP ONAR), and
 - 4.2. Official Gazette for publication.





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5. Set up the most current and updated service standards and indicate in the Citizen's 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);
6. Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
7. Ensure that an updated Citizen's Charter, should there be any changes, is posted not later than March 31st of each year;
8. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
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;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. 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;
12. Establish and manage a 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 complaints, comments, or suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within the agency;
13. Serve as overall coordinating 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;
14. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
15. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

Section 3. SECRETARIAT. The following personnel shall serve as the Secretariat of the Committee:

Head:

MS. MARIA CORAZON F. MARAYAN

- Legislative Staff Officer II





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Members:

MS. LYN T. OZAR	- Administrative Officer III
MR. NORMAN T. DELA CRUZ	- Zoning Officer I
MS. MARIA JENESSA MAGADIA	- Administrative Aide IV
MS. KATHRIN FAYE M. DELOS SANTOS	- Administrative Aide IV

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 24th day of July 2023 in the Municipality of Pinamalayan, Oriental Mindoro.


ARISTEO A. BALDOS, JR.
Municipal Mayor

