



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. 01-2024

AN ORDER RECONSTITUTING 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);

WHEREAS, on November 22, 2023, the Anti-Red Tape Authority (ARTA) issued Memorandum Circular No. 08, series of 2023 providing amendment on certain provisions of ARTA Memorandum Circular No. 2020-07;

WHEREAS, there is a need to reconstitute the Committee on Anti-Red Tape (CART) in the Municipality of Pinamalayan to comply with the guidelines on the designation of Committee on Anti-Red Tape as provided in the aforementioned circular.

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 reconstitution 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:

MR. DANIEL Q. FRUELDA - Acting Municipal Administrator

ARTA Focal Person:

MR. EDWIN C. MICIANO - MGDH I – BPLO

Members:

HON. RIO S. MERCENE - SB Member

HON. MAURO P. HELERA - SB Member

HON. ANJUNE A. ZAMORA - SB Member





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HON. GEOFFREY PAUL A. UMBAO	- SB Member
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
ENGR. MANOLITO E. MASCULINO	- Municipal Engineer
DRA. NIÑA KRISTINNE L. PUNZALAN	- Municipal Health Officer
MR. MARLO C. ROSALES	- MGDH-I, MDRRMO
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 reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the LGU, if deemed necessary, using the concepts and tools indicated by the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
2. Adoption of the Philippine Good Regulatory Principles (PGRP), including the coordination of the orientation of employees involved in the PGRP Awards, determination of the qualifications of the agency and documentation of best practices, innovative ideas, and success stories that shall serve as bases for nomination for the PGRP Awards formulation of internal guidelines and mechanism for nomination, submission of nomination ARTA containing the qualifications of the agency with collected evidence and detailed description of its best practices, innovative ideas, and success stories, among others;
3. Conduct of effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff and submission of a status report on the activities within sixty (60) days from the end of the training;
4. Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance;





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5. Setting up the most current and updated service standards and inclusion of the same in the citizens charter of the LGU in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02 and its Reference B, including the following:
 - a. Submission of the updated Citizens Charter Handbook to ARTA, together with an updated Certificate of Compliance (COC) duly signed by the Head of Agency or authorized representative
 - b. Identification of official personnel who shall encode and submit the Citizens Charter through the Anti Red tape electronic management Information System (ARTEMIS), once operational;
 - c. Monitoring and periodic review of the Citizens Charter of the LGU, specifically the procedures/steps, timeline, documentary requirements, fees and other information indicated in the Citizen's Charter; and
 - d. Posting of the most current and updated Citizen's Charter-Information Billboard in the most conspicuous space of the office, with the relevant pages of the Citizen's Charter Handbook placed in the service counters of offices providing external services and the soft copy of the Citizen's Charter Handbook posted at the official website of the LGU, or government instrumentality pursuant to ARTA MC No. 2019-02.
6. Compliance of the LGU on the zero-contact policy in accordance with R.A. 11032;
7. Compliance of the external and internal services in the LGU with the prescribed processing time as mandated by R.A 11032 or the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
8. Implementation of the Harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under MC No. 2022-005 and its amendment as may be applicable;
9. Submission to ARTA not later than the last working day of April of each year of the Client Satisfaction Measurement Report for each service based on the guidelines issued by ARTA;
10. Establishment and management of a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback, and or monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanisms where clients may express their complaints, comments, or suggestions.

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

Head:

MS. RIZZA S. DELA VEGA

- Administrative Aide VI

Members:

MS. MARIA JENNEZA C. MAGADIA

- Administrative Aide IV

MR. KEN EDWARD N. MEJICO

- Internal Audit Services Focal





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Section 4. CREATION OF SUPPORT GROUP. The following support group is hereby created as follows:

A. Support Group for Review and Updating of LGU Citizen's Charter Handbook:

Head:

MS. LYN T. OZAR

- Administrative Officer III

Members:

MS. MA. CORAZON F. MARAYAN

- Legislative Staff Officer II

MR. NORMAN M. DELA CRUZ

- Administrative Officer II

MR. AEVAN HAESEN A. PALUSTRE

- Administrative Officer II

MR. JHON FIEL P. PRIVADO

- Administrative Assistant I

B. Support Group for Preparation, Review and Consolidation of LGU Report on Client Satisfaction Measurement:

Head:

MS. EUNICE P. MAGCULANG

- Administrative Officer V

Members:

MS. ANNE MARIELLE G. ABRENICA

- Administrative Officer II

MS. MICHELLE M. SULIT

- Market Specialist I

MS. ANA ROSE E. MORALES

- Administrative Assistant II

MS. GIZELLE F. MARMOL

- Administrative Aide IV

MS. MELLANIE S. MERCENE

- Administrative Aide III

MS. SCHIENY MAE U. MENDEZ

- Administrative Aide VI

MS. JOLLY JESUSA MURIEL S. MERCADO

- Social Welfare Assistant

Section 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 11th day of **January 2024** in the Municipality of Pinamalayan, Oriental Mindoro.

ARISTEO A. BALDOS, JR.
Municipal Mayor

