*Hon. Cielo Krisel Lagman*
City Mayor

# EXECUTIVE ORDER NO. 034 SERIES OF 2023

## AN EXECUTIVE ORDER REORGANIZING THE COMMITTEE ON ANTI-RED TAPE (CART) OF THE CITY OF TABACO

**WHEREAS,** the Anti-Red Tape Authority (ARTA) issued Memorandum Circular No. 07 series of 2020 providing the guidelines on the designation of a Committee on Anti-Red Tape (CART) in the agencies concerned in compliance with Republic Act (RA) No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR);

**WHEREAS** Section 5 of RA 110325 and Rule III, Section 1 of the Implementing Rules and Regulations or the Streamlining of Government Services states that all offices and agencies providing 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 and promote efficiency and simplicity to processes;

**WHEREAS,** to perform functions in Section 6.2 of the memorandum circular, LGUs are among the concerned agencies directed to designate a Committee on Anti-Red Tape (CART);

**NOW THEREFORE,** I, **CIELO KRISEL LAGMAN,** City Mayor of Tabaco, by virtue of powers vested in me by Republic Act No. 7160, otherwise known as the Local Government Code of 1991 and other pertinent laws, do hereby **reorganize the Committee on Anti-Red Tape (CART) of Tabaco City.**

**SECTION 1. COMPOSITION.** The Committee on Anti-Red Tape (CART) shall be composed of the following:

| | |
|---|---|
| Chairperson: | **CIELO KRISEL LAGMAN,** City Mayor |
| Vice Chairperson: | **NESTOR T. SAN PABLO,** City Vice Mayor |
| Members: | **RAFAEL C. KALLOS, Ph.D.,** City Treasurer |
| | **MURIEL B. IMPERIAL,** City Assessor |
| | **ENGR. MYLA B. BRONCANO, EnP,** OIC-CPDO |
| | **MA. TERESITA B. RIOSA,** HRMO |
| | **SARAH PURISIMA JOERS,** OIC-BPLU |
| | **ARCH. FRANCO BITE,** City Building Official |
| | **DR. AUDWIN C. AZADA,** City Health Officer |
| | **REYNOLD MARTIREZ,** CENRO |
| | **ATTY. JOVITO B. CODERIS,** City Legal Officer |
| | **AILEEN B. BASCO,** OIC-IT Office |
| | **HUGO G. BUEN,** CDRRMO |
| | **ENGR. MARIA AILENE C. BOMBON,** OIC-CAO |
| | **BONIFACIO BORLASA JR.,** City Civil Registrar |

Focal Person: **GERARDO CALIXTO B. COLARINA,** City Administrator

**SECTION 2. DUTIES AND RESPONSIBILITIES.** The Committee on Anti-Red Tape shall have the following duties and responsibilities:

1. Conduct compliance cost analysis, time and motion studies, evaluation and improvement of all the services offered by LGU departments, sections, and units and reengineering the same;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the authority:
    a. Notify the authority of every formulation, modification, and repeal of regulations, ordinances, or other related issuance;
    b. Conduct post-implementation assessment and review of existing regulations, ordinances, or other related issuances, undertake Regulatory Impact Assessment (RIA);
    c. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit it to the authority;
    d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit it to the authority for review and assessment;
    e. Refer the authority's policy option recommendations to the appropriate decision-makers within the agency;
    f. 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 training, briefings, or such related matters obtained by 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:
    a. UP Office of National Administrative Register (UP ONAR), and
    b. Official Gazette for Publication
5. Set up the most current and updated service standards and indicate in the Citizen's Charter by 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 change, is posted not later than March 31st of each year;
8. Ensure the compliance of the agency with the zero-contact policy by 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, and feedback and monitor customer satisfaction via

hotline numbers, short message services (SMS), information and communication technology, or other mechanisms where clients may adequately express their complaints, comments or suggestions.

13. Ensures 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 their agency;
14. Serve as an 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;
15. Coordinate with the agency's communications/public relations office the dissemination of ARTA information, education, and communication materials for public consumption;
16. 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. REPEALING CLAUSE.** All local orders, directives, and issuances or parts thereof that are inconsistent with this executive order are hereby repealed and modified accordingly.

**SECTION 4. SEPARABILITY CLAUSE.** If for any reason any section or provision of this order is declared invalid. The remaining portions not affected shall continue to be in full force and effect.

**SECTION 5. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval.

**ISSUED** this 12th day of Oct. 2023, in Tabaco City, Albay, Philippines.

**CIELO KRISEL LAGMAN**
City Mayor