



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

**EXECUTIVE ORDER NO. 129**  
**Series of 2020**

**AN ORDER DESIGNATING A COMMITTEE ON ANTI-RED TAPE (CART) AS EMBODIED IN RA NO. 11032, OTHERWISE KNOWN AS THE "EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018" IN THE MUNICIPALITY OF ANDA, PANGASINAN**

**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 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;

**NOW, THEREFORE, I, JOGANIE C. RARANG**, Municipal Mayor of Anda, Pangasinan, by virtue of the powers vested in me by law, do hereby order to designate a Committee on Anti-Red Tape (CART) with the following composition, functions, duties and responsibilities:

**SECTION 1. COMPOSITION:**

Chairperson	:	<b>HON. JOGANIE C. RARANG</b> Municipal Mayor
Vice Chairperson	:	<b>HON. RUEL B. QUILLA</b> SB Chairman on Good Governance, Public Ethics and Responsibilities
Members	:	<b>ENGR. SUNY C. OLERMO</b> Municipal Planning and Development Coordinator
	:	<b>MRS. EULA V. CASAÑA</b> Municipal Accountant
	:	<b>MRS. IRMA C. CATABAY</b> Human Resources Management Officer
	:	<b>MRS. SYLVIA P. CACHO</b> Business Permit and Licensing Officer
	:	<b>ENGR. ELMO C. CARIÑO</b> Municipal Engineer
	:	<b>MRS. LUZMINDA C. ACENAS</b> Municipal Assessor



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

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- : **DR. GILLEN V. VUELTA**  
Municipal Health Officer
- : **MR. MAC ARTHUR F. ASEO**  
Senior Environmental  
Management Specialist
- : **MR. RODOLFO C. DE CASTRO**  
Executive Assistant II

**SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

The CART shall ensure to 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:
  - 1.1. Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
  - 1.2. Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
  - 1.3. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
  - 1.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
  - 1.5. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;
  - 1.6. 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 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



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PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

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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 change, 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 their 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.



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

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**SECTION 3. REPEALING CLAUSE.** All orders, proclamations, rules and regulations, or parts thereof, which are inconsistent with any provisions of this Order are hereby repealed or modified accordingly.

**SECTION 4. EFFECTIVITY.** This Order shall take effect immediately and shall remain effective until revoked or amended.

Done, this 21<sup>st</sup> day of December 2020 at Anda, Pangasinan.

  
**JOGAME C. RARANG**  
Municipal Mayor