



SPECIAL ORDER NO. 23-063
May 15, 2023

SUBJECT: Reconstitution of a Committee on Anti-Red Tape (CART)

Pursuant to RA No. 11032 Section 5 and its Implementing Rules and Regulations, Rule III, Section 1, on Streamlining of Government Services, all agencies that provide government services shall undertake compliance on cost analysis, conduct time and motion studies, undergo evaluation and improvement of its processes and reengineer the same, if deemed necessary, to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes.

In this regard, Memo Circular No. 2020-07, s. 2020, was issued by the Anti-Red Tape Authority to provide all concerned government Offices with pertinent information, instructions and guidelines in forming a CART, to comply with RA No. 11032 and its IRR.

I. COMPOSITION

The following personnel are hereby designated to the CART:

Members	Appointee	Position
Chairperson	Lolita M. Oreo	Chief Administrative Officer
Vice-Chair	Ana Julia J. Macaraig	Senior Statistical Specialist
Members	Maria Praxedes R. Peña	Chief Statistical Specialist
	Sabrina O. Romasoc	OIC-Supervising Statistical Specialist
	Geraldine H. Dela Peña	OIC-Information Technology Officer III
	Stephen Randolph P. Trinidad	Planning Officer II
	Clarence Erika A. Masesar	Administrative Officer IV (HRMO II)
	Jomel Jhele T. Sadsad	President, ASSERT Inc.

II. DUTIES AND RESPONSIBILITIES

A. Committee on Anti-Red Tape

The CART shall ensure that the Office shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances by ARTA, 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 ARTA:
 - a. Notify the ARTA of every formulation, modification, and repeal of regulations, ordinances or other related issuances;



- 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 to the Authority;
 - d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to ARTA for review and assessment; and
 - e. Refer the ARTA's policy option recommendations to the appropriate decision-makers within the agency.
3. Ensure effective knowledge transfer, or information dissemination among 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. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance to the prescribed template issued by ARTA, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
 5. Monitor and periodically review the Agency's Citizen's Charter, specially on procedures, steps, time, documentary requirements, and fees;
 6. Ensure that an updated Citizen's Charter, should there be any, is posted not later than May 31st of each year;
 7. Ensure the compliance on the zero-contact in accordance with the law;
 8. Ensure the compliance of the agencies external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law; and
 9. Report to ARTA 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 ARTA.

EFFECTIVITY. This Special Order shall take effect immediately and enforce unless revoked or cancelled with another Special Order.


JOSEFINA V. ALMEDA, Ph.D.
Head of the Institute/Executive Director III 