



EXECUTIVE ORDER NO. 171
Series of 2023

**AN ORDER RECONSTITUTING THE COMPOSITION OF THE PANABO CITY
COMMITTEE ON ANTI-RED TAPE (CART) AND ITS TECHNICAL WORKING GROUP**

WHEREAS, Republic Act No. 11032, an act promoting ease of doing business and efficient delivery of government services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007 was issued to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.;

WHEREAS, the Anti-Red Tape Authority, Civil Service Commission, and Department of Trade and Industry (ARTA-CSC-DTI) issued Joint Memorandum Circular (JMC) No. 2019-001, Series of 2019, or the Implementing Rules and Regulation of RA 11032;

WHEREAS, in order to implement the objectives and mandates of R.A. 11032 more specifically Section 5 of RA 11032 and Section 1, Rule III of the IRR, the ARTA issued MC No. 2019-002 re: Guidelines on the Implementation of the Citizen's Charter, and enjoins all agencies to create an Anti-Red Tape Unit (ARTU) to carry out the drafting and updating of the Citizen's Charter;

WHEREAS, the ARTA issued MC No. 2020-07 stipulating the guidelines on the designation of a Committee on Anti-Red Tape ("CART", *for brevity*) in the agencies to support compliance with RA No. 11032;

WHEREAS, ARTA MC No. 2020-07 further directs that agencies with an existing unit be reorganized into CART, hence, the ARTU of Panabo City as created under Executive Order No. 58, Series of 2019 shall be reorganized as CART;

WHEREAS, the CART shall act as an inter-office task force that will undertake compliance cost analysis, conduct time and motion studies, undergo evaluation and improvement of all government services, and reengineer the same, if deemed necessary, to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes;

WHEREAS, in view of the new term of the City Mayor and other personnel movements, there is a need to reconstitute the Panabo City Committee on Anti-Red Tape and its Technical Working Group as amended under Executive Order No. 3, S. 2022;

NOW THEREFORE, I, JOSE E. RELAMPAGOS, by virtue of the powers vested in me as the City Mayor of Panabo, do hereby order the following:

SECTION I. RECONSTITUTION. The Committee on Anti-Red Tape (CART) of the City Government of Panabo is hereby reconstituted and shall be composed of the following:

Chairperson:	<i>City Mayor</i> JOSE E. RELAMPAGOS
Vice Chairperson:	<i>City Legal Officer / ARTA Focal Person</i> ATTY. CHERVIN C. PACULANANG
Members:	<i>City Administrator / ARTA Focal Person</i> PEDRITO A. MISOLES, MAED, DST



City Human Resource Management Officer
JAN MARI G. CAFE, MBA

Secretary to the Sangguniang Panlungsod
LEILA P. SALIGUMBA, MPA

Acting City Planning and Development Coordinator
ENGR. FELIX JONASES P. SENAJON, EnP

City Treasurer
KIRK B. SAMILLANO

City Assessor
NANCY R. LLANA, REA

Acting City Health Officer
DR. ERANIE L. PANGILINAN

City Engineer (Building Official)
ENGR. BERNARDO C. RABANOZ, JR.

Acting City Environment and Natural Resources Officer
DR. JOSEPH RAYMUND A. SUMABAL, Ar, EnP

Licensing Officer III / BPLS
JULIET S. NACARIO

Computer Programmer II
BRIAN JADE A. GARCIA

Administrative Officer V (Records Officer III)
GAZEL C. PELEGRINO

Secretariat : *City Human Resource and Management Office*
LORVENA O. GARCIA, AO II

City Legal Office
HANNAH T. GADIA, AO V

City Administrator's Office
TROY JON N. ANCHO, AA

SECTION II. FUNCTIONS. The CART shall ensure that the City Government is compliant with the requirements of RA No. 11032, its IRR and subsequent issuances, as may be applicable, and perform the functions in Section 6.2 of ARTA Memorandum Circular No. 2020-07, to wit:

1. Conduct compliance cost analysis, time and motion studies, evaluation and improvement of all government services, and reengineering the same;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by ARTA:
 - a. Notify 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 ARTA,
 - d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to ARTA for review and assessment,

- e. Refer the ARTA's policy option recommendations to the appropriate decision-makers within the City Government, and
 - 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 trainings, briefings, or such related matters obtained by employees 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 in accordance to the prescribed template issued by ARTA, and submit the same to the ARTA to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
 6. Monitor and periodically review the City Government'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 City Government on the zero-contact policy in accordance with the law;
 9. Ensure the compliance of the City Government's external and internal services with the prescribed processing time as mandated by RA No. 11032 or its mandate under special law;
 10. Develop and foster a client feedback mechanism and client satisfaction measurement;
 11. 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;
 12. Establish and manage a public assistance complaints desk or ARTA Help Desk 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, CSC Contact Center ng Bayan, and ARTA Complaints Action Center are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within the City Government;
 13. Serve as over-all 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 ARTA. The CART must facilitate and assist the various departments and sections 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 City Information 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 ARTA.

SECTION III. TECHNICAL WORKING GROUP. The Technical Working Group is reconstituted in order to assist the CART in carrying out its functions. The CART TWG shall be composed of the following:

CHRMO	CIELITO N. MIANO , OIC CGADH I <i>Team Leader</i>
CBO	MELANIE O. SIOSON , CGADH I <i>Assistant Team Leader</i>
CMO	EAJEAN JOY PRINCESS S. NICOLAS , AO IV
SPO	GERMAN Y. SOLATORIO , AO IV
CIO	MICHAEL ANGELO A. RESUEÑO , Information Officer III
CPDO	KAREN ANN R. MAQUILAN , Zoning Officer III
CTO	CHERRIELOU L. BAGA , Acting CGADH I
CADO	JENEFER D. DELLOMES , AO II
CHRMO	LORVENA O. GARCIA , AO II
CLO	LYNE MARIE P. PELINGON , AA IV
CMO-BPLS	ANGELICA S. MONTUYA , Licensing Officer I
CASSO	JHOANNA ROSE J. LANGAMON , AO III
CHO	MARY ANN L. TUMAMPIL , PPO II
CEO	ARCH. DENIS V. BALATERO , Architect II

SECTION IV. MEETINGS. The committee shall meet as often as necessary upon the call of the Chairperson. The Chairperson or, in his absence, the Vice Chairperson presides over committee meetings. In the case that a member is unable to attend a meeting, the authorized representative will be the officer with the next highest rank.

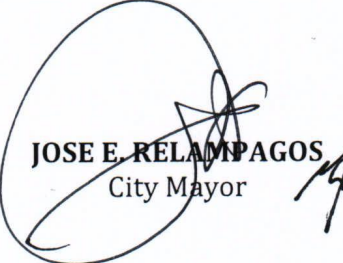
The presence of at least a majority of its members and/or the authorized representatives shall constitute a quorum and the affirmative vote of the majority of its members and/or the authorized representatives present in a meeting shall be necessary for the committee to exercise its powers and functions.

SECTION V. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations of the CART shall be chargeable against available funds and resources of the City, all subject to the usual government accounting and auditing rules and regulations.

SECTION VI. REPEALING CLAUSE. All orders and directives inconsistent with any provision found herein are hereby repealed, superseded, or modified accordingly.

SECTION VII. EFFECTIVITY. This Order shall take effect immediately upon signing hereof.

Done this 3rd day of March, 2023 at Panabo City, Davao del Norte, Philippines.


JOSE E. RELAMPAGOS
City Mayor