

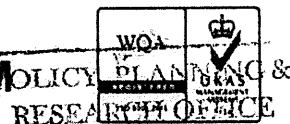


REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

01/01/2024

**REGIONAL SPECIAL ORDER**NO. 0675

Series of 2023

RECEIVEDBy: mailDate & Time: 1/1/24**SUBJECT : RECONSTITUTION OF ANTI-RED TAPE COMMITTEE PER REGIONAL SPECIAL ORDER NO. 004 SERIES OF 2023**

In the interest of the service and in compliance with Republic Act 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the Anti-Red Tape Committee at DAR Regional Office V is hereby reconstituted and shall be composed of the following:

NAME	POSITION	DESIGNATION	CONTACT NO.	E-MAIL ADDRESS
Rodrigo O. Realubit, CESO VI	Director III for Administration	Chairperson	09088886008	kwanqui@gmail.com
Engr. Romulo A. Britanico	ARD for Operations	Vice Chairperson	09177947816	parpomiles13@gmail.com
Atty. Leo Miguel A. Ramos	Attorney V	Member	09175803067	pot_lmrdar5@yahoo.com.ph
Florentina R. Escolano	OIC-CARPO for Operations	Member	09289650819	carpo.ltid.05@dar.gov.ph
Hipolita A. Altavano	Planning Officer IV/OIC-RCAO	Member	09178816984	polits174@gmail.com
Epifanio M. Rico, Jr.	ISA II	Member	09275137060	junrico24@yahoo.com
Annie M. Dandoy	Records Officer	Member	09928116253	dar_records5@yahoo.com
Catherine B. Barcebal	ARPT/PACCU Point Person	Secretariat	09630051602	darpaccu@gmail.com
Amytita R. Salando	ARPT/TP	Secretariat	09054556250	asalando@gmail.com

Functions of the Committee:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvements of the agency's services;
2. Comply to the guidelines on the National Policy on Regulatory Management System to be issued by ARTA;
3. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related matters;
4. Register new regulations to UP ONAR and publish them to the Official Gazette;
5. Set up and Update the Citizen's Charter. Submit it to the Anti-Red Tape Electronic Management System (ARTEMIS);
6. Monitor and review the agency of office's Citizen's Charter, specifically the procedures/steps, time, documentary requirements, and fees;
7. Ensure updates on the Citizen's Charter, specifically the procedures/steps, time, documentary requirements and fees;
8. Ensure agency implementation of zero-contact policy;
9. Ensure agency compliance with the 3-7-20 prescribed processing time for transactions;

10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. Report to ARTA the results of the Client Satisfaction Survey until the last working day of January each year;
12. Establish and manage a public assistance complaints desk to effectively receive complaints and monitor customer satisfaction via several feedback mechanism
13. Serve as coordinating body for the establishment of the agency's Electronic Business One-Stop Shop (BOSS);
14. Coordinate and disseminate ARTA information, education and communication materials for public consumption, and
15. Perform other functions, duties and responsibilities under RA11032 and its IRR and other issuances issued by the Authority.

All orders inconsistent herewith are hereby revoked, amended or modified accordingly.

This Order takes effect immediately.

DAR Regional Office V, Lakandula Drive, Legazpi City. March 10, 2023.


PBGen. REUBEN THEODORE C. SINDAC (Ret.), CEO VI
Regional Director