



Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
Tunay na Pagbabago sa Repormang Agraryo

RESEARCH OFFICE

**RECEIVED**

By: mm  
Date & Time: 9/24/23

PARPO  
SPECIAL ORDER NO. 05  
SERIES OF 2023

**SUBJECT: Revised Composition of Anti-Red Tape Committee of DAR,  
Misamis Occidental**

In the interest of the service and in compliance to Republic Act 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and in accordance with Memorandum Circular 2020-07 Series of 2020 issued by the Office of the Anti-Red Tape Authority - Guidelines on the Designation of a Committee on Anti-Red Tape, the revised composition of DARPO, Misamis Occidental Anti-Red Tape Committee is as follows:

CHAIRMAN	-	Engr. Norberto R. Paquingan, DM PARPO II
VICE CHAIRMAN	-	Rolando M. Libetario, Jr., CPA PARPO I
MEMBERS :		
Operation Division	-	Danilo M. Pilar CARPO
Legal Division	-	Merle E. Gepayo Legal Representative/PACCU
STOD Division	-	Lita T. Torres OIC, PCAO
ARBDSP Division	-	Arnold V. Quicoy
Planning Officer	-	Divina M. Largo
Records Officer	-	Marivic O. Bulan
SECRETARIAT	-	Analyn E. Daing Stenographic Reporter

**FUNCTIONS OF THE COMMITTEE:**

1. Directly oversee and ensure compliance with the provisions of the Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery/Act of 2018" and its Implementing Rules and Regulations;
2. Prepare Report as to the status of the compliance;
3. Adopt a communication strategy that engages employee in the process of understanding the Act;
4. Regularly monitor and periodically review the DAR Citizen's Charter;
5. Ensure submission of Clients Satisfaction Report of each service detailing the scope and period covered, methodology used, the results of the survey interpretation of data on the set deadline;

6. Recommend policies, processes and systems to improved regulatory management to increase productivity, efficiency and effectiveness of the service;
7. Handle complaints received; and
8. Recommend solutions to issues/problems arising in complying the provisions of the Act.

The Secretariat shall:

1. Coordinate with the Authority and offices relative to the implementation of the Act;
2. Prepare answer to complaints/make complaints to other offices for review by the committee;
3. Monitor the compliance of different divisions;
4. Ensure that an updated Citizen's Charter is posted within DAR premises;
5. Consolidate Client satisfaction report and submit to management.

All other issuances inconsistent herewith are hereby revoked or amended and/or superseded.

Issued this 21<sup>st</sup> day of January, 2023 at Gango, Ozamiz City.

  
ENGR. NORBERTO R. PAQUINGAN, DM  
PARAO II