

RECEIVED

By: mailDate & Time: 9/29/23

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

Provincial Special Order No. : 33
Series of 2022**SUBJECT : AMENDMENT OF PSO NO. 132, s. 2020 Re: CREATION OF DAR
NUEVA VIZCAYA COMMITTEE ON ANTI-RED TAPE**

The DAR Central Office issued Memorandum No. 480, series of 2020 pursuant to the Memorandum Circular No. 2020-07 in compliance with Republic Act No. 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulation", directing the creation of Committee on Anti-Red Tape in all DAR Provincial Offices.

In compliance therewith, the following personnel are hereby designated as follows:

Position	Name	Mobile Number	Email Address
CHAIRMAN	ENGR. RUSTICO R. TURINGAN	09952615640	rusticoturingan@gmail.com
VICE CHAIRMAN	ENGR. CHERRY N. MAGNO	09670039916	magnocherrynoto@gmail.com
MEMBERS			
Operations Division	CESAR V. BAUTISTA	09159869234	cesarbautista1964@yahoo.com.ph
Legal Division	ATTY. ALEXANDER A. PILOTIN	09972034740	aapilotin2004@yahoo.com
Support to Operations Division	ZENY G. BALAUAG	09162540344	pcao.nuevavizcaya@dar.gov.ph
Office of the Provincial Adjudicator	ATTY. BRUNHILD S. DAKILAY-PASCUA	9154618237	darab_vizcaya@yahoo.com
Planning Officer	FE B. LACBAYAN	09065332821	felacbayan@yahoo.com

Designated Information Officer	JONATHAN JAY B. JIMENEZ	09355460550	jonathanjamesj@gmail.com
Designated Records Officer	TESSIE R. GARCIA	09163108838	records.nuevavizcaya@dar.gov.ph

The ARTA Committee shall ensure the agency's compliance with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority.

The functions of the said Committee are hereby stated as follows:

1. CONDUCT of compliance cost analysis, time and motion studies, evaluation and improvements of the agency's services
2. COMPLY with 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 or office's Citizen's Charter, specifically the procedures/steps, time, documentary requirements, and fees
7. ENSURE updates on the Citizen's Charter is posted not later than March 31 of every year.
8. ENSURE Agency Implementation of the 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
(BOSS)



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

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

15. PERFORM other functions, duties, and responsibilities under R.A. 11032 and its IRR

Under this order the above-named personnel are expected to perform their duties and responsibilities effectively and efficiently.

This order shall take effect immediately and supersedes all orders issued inconsistent herewith.

Issued this 18th day of April 2022, DAR Provincial Office, Bayombong, Nueva Vizcaya.


ENGR. RUSTICO R. TURINGAN

OIC-Provincial Agrarian Reform Program Officer II



