



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRARIAN REFORM
Tunay na Pagbabago sa Repormang Agraryo

PLANNING & OFFICE
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DARPO Special Order No. 35
Series of 2023

SUBJECT: Reconstitution of the Provincial Anti-Red Tape Committee

In the interest of the service, the Provincial Anti-Red Tape Committee is hereby reconstituted and shall be composed of the following:

	NAME	DESIGNATION/ OFFICE	CONTACT NUMBER	EMAIL ADDRESS
Chairperson	Engr. ROGELIO D. MADARCOS	OIC-PARPO II	0917-829-9092	rglmadarcos@yahoo.com
Vice-Chairperson		OIC-PARPO I		parpo1.orientalmindoro@dar.gov.ph
Members	CLAUDETTE C. CASTILLO	CARPO/LTID	0917-487-9105	castillo_claudette@yahoo.com
	Atty. RONNIL ROSILLO	OIC-Chief/Legal Division	0963-783-2952	darpoorminlegaldivision@yahoo.com
	REMELYN A. BABIDA	OIC-CAO/STOD	0915-895-5124	remnoel_dlr@yahoo.com
	MARISEL M. HERNANDEZ	Planning Officer II	0963-523-5762	marisel_65@yahoo.com
	BUENA PLEIDA A. BENTER	HRMO II/ Designated Information Technologist	0928-550-2911	hr_ormin@yahoo.com
	MARICEL P. LALAP	ARPO II/ Acting Records Officer	0917-675-3730	records.orientalmindoro@dar.gov.ph
Secretariat	MADILYNE STEPHANIE T. PANALIGAN	Head, PACCU	0919000-4911	madz_tipan@yahoo.com

Under this Order, the designated members shall perform the following functions, duties and responsibilities under Memorandum Circular No. 2020-07:

The CART shall ensure that their agency shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority, 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 of the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
 - 2.1 Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - 2.2 Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - 2.3 Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
 - 2.4 Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - 2.5 Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;
 - 2.6 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 office staff 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

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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 the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
6. Monitor and periodically review the office or agency'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 agency on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. Report to the Authority 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 the Authority;
12. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback and monitor customer satisfaction via hotline numbers, short message services (SMS), information and communication technology, or other mechanisms where clients may adequately express their complaints, comments and suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
13. Serve as overall 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 the Authority. The CART must facilitate and assist various departments and offices 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 agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption; and
15. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

This order takes effect immediately.

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

29 March, 2023.

Masipit, Calapan City.

Engr.  D. MADARCOS, CESE
OIC-PARPOII

cc:

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- All divisions/cluster offices
- File