



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

DAR

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MEMORANDUM

FOR : THE UNDERSECRETARY
Policy Planning and Research Office
Concurrent Chair of the DAR Committee on Anti-Red Tape
DAR Central Office
Elliptical Road, Diliman, Quezon City

FROM : THE PROVINCIAL AGRARIAN REFORM PROGRAM OFFICER II
Department of Agrarian Reform Provincial Office
2/F Ednel's Bldg., #62 Manalo St., Brgy. Masipag,
Puerto Princesa City, Palawan

**SUBJECT : RECONSTITUTION OF COMMITTEE ON ANTI-RED TAPE OF
DARPO-PALAWAN**

DATE : March 21, 2023

In compliance to your Memorandum dated March 15, 2023 regarding the Updating/reconstitution of Committee on Anti-Red Tape at the Provincial offices by virtue of RA 11032, otherwise known as "Ease of Doing Business", the Anti-Red Tape of DARPO Palawan is hereby reconstituted and shall be composed of the following:

Chairperson	:	Conrado S. Guevarra
Vice Chairperson	:	Daisy D. Magbanua
Members	:	Rosemary M. Tamayo
		Noemi D. Sarsagat
		Remedios S. Bacuel
		Ethel Devi P. Herman
		Jocelyn J. Pacaldo
		Fedeleo L. De Guzman
		April Mae P. Roa
		Rhodora S. Dimanalata
		Sonia R. Alcantara
		Marilou P. Libarra
		DAREA Provincial Employees Representative
Secretariat	:	Joel S. Serdena

Functions of the Committee:

1. Directly oversee and ensure compliance with the provisions of RA 11032 and its Implementing Rules and Regulations.
2. Report to the PARPO II the status of 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 Client Satisfaction Report of each detailing the scope, period covered, methodology used, the results of the survey and interpretation of data of the set deadline;
6. Recommend policies, processes and systems to improve regulatory management to increase the productivity, efficiency and effectiveness of the services;
7. Handle complaints received;
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. Farm out complaints to concerned offices/sector;
3. Monitor the compliance of all sectors and field offices;
4. Ensure that an updated Citizen's Charter is posted not later than March 31st of every year;
5. Consolidate Client Satisfaction Report Municipalwide and ensure that the same is submitted to the Authority on or before 31st of January every year.

This Order takes effect immediately and revokes/amends all issuances inconsistent herewith.

March 21, 2023, Edne's Bldg., #62 Manalo St., Bgy. Masipag, Puerto Princesa City, Palawan.

CONRADO S. GUEVARRA
Provincial Agrarian Reform Program Officer II