

RECEIVEDBy: (mail)Date: 3-13-2023RECEIVED
RECORDS
DATE: 3-13-2023
BY:

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

PROVINCIAL
SPECIAL ORDER No. 239
Series of 2023

Subject: AMENDMENT TO PROVINCIAL SPECIAL ORDER NO. 72 SERIES OF 2022
RE: ANTI-RED TAPE ACT COMMITTEE

In the exigency and interest of the service to fully implement "Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 which pertains to improving the competitiveness and streamlining the current systems and procedures of government services, the Provincial Anti-Red Tape Committee is being re-structured to wit:

Chairperson: Engr. Milagrosa B. Bulawan
OIC Provincial Agrarian Reform Program Officer II

Vice Chairperson: Engr. Rudy S. Solomon
Provincial Agrarian Reform Program Officer I

Members: Priscilla D. Pospia
SARPO / Acting PCAO

Atty. Grian B. Damarillos
Attorney V

Alex K. Trazo
Acting CARPO LTID

Alfredo E. Alvarez
CARPO-PBDD

Lennie A. Chua
PARAD Representative

Josie C. Borja
ARPT / Acting GSS Head

Ramil L. Sinugbuhan
Planning Officer II

Secretariat: Rafael Nicolas R. Febrero
AO IV / Acting HRMO II

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. Adopt a communication strategy that engages employee in the process of understanding the Act;
3. Regularly monitor and periodically review the DAR Regional Office Citizen's Charter;
4. Ensure submission of Client Satisfactory Report of each service detailing the scope and period covered, methodology used, the results of the survey and interpretation of data on the set deadline;
5. Recommend policies, processes and systems to increase the productivity, efficiency and effectiveness of the services;
6. Handle complaints received; and
7. Recommend solutions to issues/problems arising in complying the provisions of the Act.

Functions of the Secretariat:

Head Secretariat:

1. Form out complaints to concerned offices;
2. Monitors the compliance of different offices/ divisions/ sections;
3. Coordinate with the different offices/divisions/sections/sectors relative to the implementation of the Act;
4. Ensure that an updated Citizen's Charter is posted not later than March 31st of every year;
5. Consolidate Client Satisfaction Report Coragawide and ensure that the same is submitted to DAR Central Office on or before 5th day of the month of the ensuing quarter.

Members (Office/ Division/ Section):

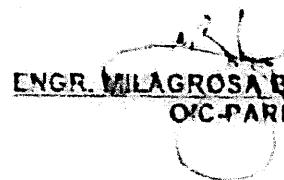
1. Monitors and facilitates compliance in the filing-up of Client Satisfaction Form in their respective office/ division/ section;
2. Collate monthly Client Satisfaction Report in their respective office/ division/ section;
3. Consolidate and prepare monthly Client Satisfaction and other ARTA related report in their respective office/ division/ section;
4. Submit Client Satisfaction and other ARTA related report to the Head Secretariat every 2nd day of the ensuing month;
5. Coordinate with the Head Secretariat relative to the implementation of the Act;
6. Attends/ participates to ARTA related concerns and activities

It is understood that the above-named officials shall perform duties and responsibilities inherent to their designation

All Orders and other issuances inconsistent herewith are hereby revoked and/or amended accordingly

The Order takes effect immediately

17th of March 2023 Sungao City


ENGR. MILAGROSA B. BULAWAN, MPA
OIC-PARPO II GAF