



OFFICE ORDER

No. 83, s. 2022

To : ALL CONCERNED

Subject : CREATION OF THE MinSU COMMITTEE ON ANTI-RED TAPE (CART)

Date : 09 November 2022

In the interest of the service, and pursuant to the Republic Act No. 11032 otherwise known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018, its Implementing Rules and Regulations (IRR), and Anti-Red Tape Authority (ARTA) Memorandum No. 2020-07, s. 2020, the composition of the MinSU Committee on Anti-Red Tape (CART) effective November 10, 2022 are as follows:

Chairperson : Levy B. Arago, Jr. – University President
Vice-Chairperson : Genelita E. Hernandez – Board Secretary V
Members : Joelene C. Leynes –VP for Administration and Finance
Nemesio H. Davalos – VP for Academic Affairs
Christian Anthony C. Agutaya – VP for Research Development & Extension
Filomena P. Reyes - Chief Administrative Officer
Ma. Arlyn M. Redublo – Campus Executive Director, Calapan City Campus
Ciedelle P. Salazar - Campus Executive Director, Bongabong Campus
Mary Ann M. Hernandez -Director for Planning, Monitoring and Evaluation
Melanny A. Tolentino - Director, Internal Quality Assurance
Paolo Michael M. La Fuente - Director, Management Information System
Melgar G. Fadriquelan - Records Officer III
Harold Y. Bangalisan - Data Privacy Officer
Dorina T. Empleo - Director for Finance Services
Zea Fiel V. Sigue - Human Resource Management Officer II/Public Assistance
Ma. Shiela S. Mansalapuz - Planning Officer I/Secretariat
Marilyn M. Escorpeso - Administrative Aide VI/Secretariat

The CART shall have the following functions, duties, and responsibilities to ensure the compliance and requirements of R.A. 11032, its IRR and subsequent issuances by ARTA, as may be applicable:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the University's services, and reengineering the same;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by ARTA:
 - 2.1. Notify ARTA 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 (ARTA);
- 2.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to ARTA for review and assessment;
- 2.5. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency; and
- 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 the end of the training;
 - 4.1. UP Office of the National Administrative Register (UP ONAR); and
 - 4.2. Official Gazette for publication
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 ARTA, and submit the same to ARTA to populate Anti-Red Tape Electronic Management Information System (ARTEMIS);
6. Monitor and periodically review the MinSU 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 MinSU on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the MinSU'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 ARTA not later than the last working day of January of each year the results of the Clients Satisfaction Survey for each service based on the guidelines to be issued by ARTA;
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 service (SMS), information and communication technology, or other mechanism where clients may adequately express their complaints, comments, or 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 ARTA are acknowledged, received, responded, to and/or acted upon by the MinSU within the designated period by the intended recipient;
13. Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under R.A. No. 11032, its IRR, and other issuances by ARTA. 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 MinSU'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 R.A. 11032 (amending R.A. No. 9485), its IRR and other issuances issued by ARTA. The DA's existing Committee or Unit complying with the Anti-Red Tape Act of 2007 (R.A. No. 9485), as amended by the R.A. No. 11032, series of 2020, is hereby reorganized as the CART.



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As such, all Campus Executive Directors are hereby directed to create and designate a sub-CART in their respective campuses.

All expenses to be incurred by the members of the CART in the performance of their duties and responsibilities described herein shall be chargeable against the General Fund of MinSU and other available funds, subject to the existing government accounting, auditing rules and regulations.

This order shall take effect immediately and shall remain in force unless revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

For strict compliance.

LEVY B. ARAGO, JR., Ph.D.

University President