

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 05 Series of 2024

AN EXECUTIVE ORDER REORGANIZING THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE AND FOR OTHER PURPOSES

WHEREAS, Republic Act No. 11032 provides that the State shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government.

WHEREAS, Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2023-08 provides that local government units (LGUs) shall designate at least a focal person from their respective LGU-managed hospitals to be a member of the Committee on Anti-Red Tape (CART), if the same is applicable.

WHEREAS, Section 3.4 of abovesaid Memorandum Circular further provides that the office order or any equivalent document, designating the composition of the CART, shall strictly include only the positions of the persons designated as members of the CART. (Emphasis supplied)

NOW, THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph. D., by virtue of the powers vested in me as Provincial Governor of Oriental Mindoro by Section 465 (b) (2) (iii), Article One, Chapter 3, Title 4, Book III of Republic Act 7160, otherwise known as the Local Government of 1991, do hereby promulgate this Executive Order as follows:

SECTION 1. Reorganization. The Provincial Committee on Anti-Red Tape (PCART) is hereby reorganized to be composed of the following:

- | | | |
|----------------------|---|---|
| Chairman | : | Governor |
| Vice-Chairman | : | Vice-Governor |
| Members | : | Chairperson, Sangguniang Panlalawigan Committee on Laws, Ordinances, and Legal Matters / Education, Science and Technology, History, Culture and Arts, and Values Formation / Planning, Budgeting, and Accounts |
| | | Chairperson, Sangguniang Panlalawigan Committee on Good Government, Public Ethics, Accountability, and Government Enterprise |
| | | Provincial Administrator |
| | | Provincial Planning and Development Coordinator |
| | | Provincial Legal Officer |
| | | Provincial Human Resource Management Officer |
| | | Provincial Assessor |
| | | Provincial Treasurer |
| | | Chief of Hospital, Oriental Mindoro Provincial Hospital |

Chief of Hospital, Naujan Community Hospital

Chief of Hospital, Oriental Mindoro Central District Hospital

Chief of Hospital, Oriental Mindoro Southern District Hospital

Chief of Hospital, Bulalacao Community Hospital

Information Technology Officer II, Management Information
System – Provincial Administrator's Office

Section 2. Functions, Duties, and Responsibilities. The PCART shall be responsible for the following:

The PCART shall ensure PGOM's compliance with the requirements of RA No. 11032, its IRR and subsequent issuances by ARTA (hereinafter, "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 to 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; 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 issuance: UP Office of National Administrative Register (UP ONAR) and 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 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 and PGOM's compliance with the 3-7-20 prescribed processing time for transactions;

Executive Order No. 05, Series of 2024 | 3

**AN EXECUTIVE ORDER REORGANIZING THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE
AND FOR OTHER PURPOSES**

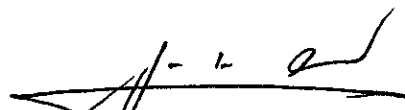
7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of the year;
8. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the agency's external and internal services with the prescribed 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, 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 the Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
13. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption; and
14. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances by the Authority.

Section 3. Secretariat. The Organizational Development and Performance Management Division of the Provincial Administrator's Office shall act as secretariat of the PCART. The secretariat shall provide technical and administrative support to the PCART, including other duties that may be necessary in the performance of the Committee's functions.

Section 4. Repealing Clause. All other executive orders, rules, and regulations, issuances, or parts thereof inconsistent with this Executive Order are hereby amended, repealed, and/or modified accordingly.

Section 5. Effectivity. The Executive Order shall take effect immediately upon its approval.

DONE IN THE CITY OF CALAPAN, PROVINCE OF ORIENTAL MINDORO, this 4th day of March in the year of our Lord, Two Thousand Twenty-four.


HOMERLITO A. DOLOR, MPA, Ph.D.
Provincial Governor