



Republic of the Philippines  
**MUNICIPALITY OF PANIQUI**  
Province of Tarlac

**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO.18, series of 2020**

**“AN EXECUTIVE ORDER FOR THE DESIGNATION OF A COMMITTEE ON ANTI-RED TAPE (CART) IN THE MUNICIPAL GOVERNMENT OF PANIQUI, TARLAC AS PER ARTA AUTHORITY MEMORANDUM CIRCULAR NO. 2020-07 dated September 30, 2020”**

**WHEREAS**, pursuant to RA No. 11032 Section 5, all offices and agencies which provide government services are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time;

**WHEREAS**, Section 8 of the said law states that “The head of the office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service. All transactions and processes are deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office or agency concerned.

**WHEREAS**, in the interest of the service, and pursuant to Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations (IRR) to uphold the governing principles and promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government Services and the prevention of the graft and Corruption in the agency.

**NOW, THEREFORE, I, HON. LEONARDO M. ROXAS, Municipal Mayor of Paniqui, Tarlac, by virtue of power vested upon me by law, do hereby designate a COMMITTEE ON ANTI- RED TAPE (CART) in the Municipality of Paniqui, Tarlac in reference to Anti-Red Tape Authority Memorandum Order No. 2020-07, series of 2020.**

**Section I. COMPOSITION:** COMMITTEE ON ANTI-RED TAPE shall be composed of the following:

**CHAIRPERSON: ANIEL BON C. SANTILLAN *Municipal Administrator***

**VICE CHAIRPERSON: ZOILO C. BRIONES *Municipal HRMO***

**MEMBERS:**

**Vladimir L. Santillan *MPDC***

**Raymond C. Gambito *Municipal Budget Officer***

**Alelyn I. Paragas *Municipal Treasurer***

**Arvin Kennex San Diego *Municipal Accountant***

**Lolita Molina *Municipal Assessor***

**Ruby G. Fronda *SB Secretary***

**Section II. FUNCTIONS AND RESPONSIBILITIES.**

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 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 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:
  - 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 this 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 the year;
8. Ensure the compliance of this 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 ARTA not later than 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 complainants forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of ARTA are acknowledge, received, responded, to and/or acted upon by the agency within the designated period by the intended recipient;

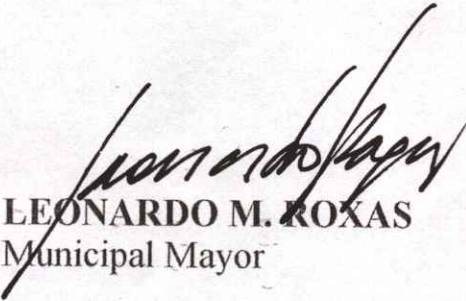
13. Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under R.A No. 11032, its IRR, and other issuances by ARTA. The CART must facilitate and assist various departments and offices involved during the development and 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 this 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 R.A 11032 (amending R.A No. 9485), its IRR and other issuances issued by ARTA.

**Section III. EFFECTIVITY.** This executive order shall take effect immediately.

Done this 23rd day of November 2020 at Paniqui Tarlac.



**LEONARDO M. ROXAS**  
Municipal Mayor