



**EXECUTIVE ORDER NO. 010**  
**Series of 2022**

**AN ORDER DESIGNATING A COMMITTEE ON ANTI-RED TAPE (CART) AS EMBODIED IN RA NO. 11032, OTHERWISE KNOWN AS THE "EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018" IN THE MUNICIPALITY OF MARCOS, ILOCOS NORTE.**

**WHEREAS**, pursuant to RA No. 11032 Section 5, all offices and agencies which provide government service 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 of 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 form the highest authority having jurisdiction over the government office or agency concerned;

**NOW, THEREFORE**, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, **I, ANTONIO V. MARIANO**, Municipal Mayor of the Municipality of Marcos, Ilocos Norte do hereby order to designate a Committee on Anti-Red Tape (CART) with the following composition, functions duties and responsibilities:

**SECTION 1. COMPISITION.** The Committee on Anti-Red Tape (CART) shall be composed of the following:

- Chairperson** : **HON. ANTONIO V. MARIANO**  
Municipal Mayor
- Vice Chairperson** : **HON. MARIETTA G. CASCO**  
SB Member, Chairperson, Committee on Rules, Laws,  
Ethics and Privileges
- Members** : **IMELDA C. MANUEL**  
Municipal Treasurer, BPLO-Designate
- ENGR. MARIELLE MENOR**  
Municipal Engineer  
Acting Building Official
- DONNA BLESS A. ISAAC, EnP**  
Municipal Planning and Development Coordinator
- JOSE B. PACORSA**  
Municipal Assessor
- CESAR B. CARULLO, MD**  
Municipal Health Officer
- MARK CHRISTIAN A. RASALAN**  
Municipal Accountant, HRMO-Designate

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- h. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
- i. Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or agency's mandate under special law;
- j. Develop and foster a client feedback mechanism and client satisfaction measurement;
- k. 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;
- l. 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 Action 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;
- m. Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under RA No. 11032, its IRR, and other issuances by the Authority. 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;
- n. Coordinate with the agency's communication/ public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
- o. Perform such other functions, duties and responsible under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

**SECTION 3. REPEALING CLAUSE.** All orders, proclamations, rules and regulations, or parts thereof, which are inconsistent with any provisions of this Order are hereby repealed or modified accordingly.

**SECTION 4. EFFECTIVITY.** This Order shall take effect immediately and shall remain effective until revoked or amended.

DONE in the municipality of Marcos, Ilocos Norte this 9<sup>th</sup> day of February 2022

  
**HON. ANTONIO X. MARIANO**  
Municipal Mayor

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**SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES.** The CART shall ensure to comply with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the conduct of the following:

- a. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's service, and reengineering the same;
- b. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
  - i. Notify the Authority of every formulation, modification, and repeal of regulations ordinances or other related issuances;
  - ii. Conduct post implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
  - iii. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
  - iv. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
  - v. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;
  - vi. Submit an inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate in the Philippines Business Regulation Information System (PBRIS).
- c. 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;
- d. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
  - i. UP Office of National Administrative register (UP ONAR), and
  - ii. Official Gazette for publication.
- e. Set up the most current and updated service standards and indicate in the Citizens 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);
- f. Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures /steps, time, documentary requirements and fees;
- g. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31<sup>st</sup> of each year;

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