



**EXECUTIVE ORDER NO. 16, SERIES OF 2021**

**AN ORDER CREATING THE COMMITTEE ON ANTI – RED TAPE (CART) IN  
THE CITY OF SORSOGON, DESIGNATING ITS MEMBERS  
AND DEFINING ITS FUNCTIONS**

**WHEREAS**, Republic Act No. 11032 otherwise known as the “*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*” states that “*It is hereby declared the policy of the State to 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 graft and corruption in government*”;

**WHEREAS**, the Anti – Red Tape Authority (ARTA) issued Memorandum Circular No. 2020-07 providing for the “*Guidelines on the Designation of a Committee on Anti – Red Tape (CART) in the agencies concerned in compliance with Republic Act No. 11032 and its Implementing Rules and Regulations (IRR)*”;

**WHEREAS**, the City Government promotes the policies of transparency, accountability and the fast, efficient, convenient and reliable delivery of services to its constituents and is adamant in assuring compliance with pertinent laws, rules and regulations;

**NOW, THEREFORE, I, MA. ESTER E. HAMOR**, Mayor of the City of Sorsogon, by the powers vested in me, hereby orders the creation of the Committee on Anti – Red Tape (CART), designating its members and defining its functions, as follows:

**Section 1. COMPOSITION.** The Committee on Anti – Red Tape (CART) shall be composed of the following:

Chairperson : **MA. ESTER E. HAMOR**  
*City Mayor*

Members : **MARK ERIC C. DIONEDA**  
*City Vice Mayor*

**MAGDALENA D. PALADIN**  
*Acting City Treasurer*

**MARITES D. HUENDA**  
*Officer-in-Charge, City Assessor’s Office*

**ENGR. ORLANDO F. HUENDA**  
*City Planning and Development Coordinator*

**CLAUDIO D. JAZMIN JR.**  
*City Human Resource Management Officer*

**RODEL E. FERRERAS**  
*Licensing Officer IV, Permits and Licensing Section*

**ENGR. ROEL D. DOMER**

*Officer-in-Charge, City Engineering Office*

**DR. ROLANDO E. DEALCA**

*Officer-in-Charge, City Health Office*

**RONANDO F. GERONA JR.**

*City Environment and Natural Resources Officer*

**Section 2. DUTIES AND FUNCTIONS.** The Committee on Anti – Red Tape shall have the following duties and functions:

1. Conduct of compliance cost analysis time and motion studies, evaluation and improvements of the services of the LGU;
2. Comply with the guidelines on the National Policy on Regulatory Management Systems to be issued by the ARTA;
  - a. Notify the ARTA of every formulation, modification and repeal of regulations, ordinances or other related issuances;
  - b. Conduct post implementation assessment and review of existing regulations, ordinances or other issuances, undertake Regulatory Impact Assessment;
  - c. Prepare a Preliminary Impact Assessment wherever there is an intent to formulate, modify or repeal a regulation and submit the same to the ARTA;
  - d. Produce a Regulatory Impact Assessment (RIA) upon completion of each RIA and submit to the ARTA for review and assessment;
  - e. Refer the ARTA's policy option recommendations to the appropriate decision makers within the agency;
  - f. Submit an inventory and electronic copies of all existing regulations and issuances to populate the Philippine Business Regulation Information Systems (PBRIS).
3. Ensure effective knowledge transfer, or information dissemination among employees on ARTA related trainings, briefings and other related matters obtained by the employees of the LGU within sixty (60) days from the end of the training;
4. Register new regulations and issuances to the UP Officer of National Administrative Register (UP ONAR) or the Official Gazette for publication, if applicable;
5. Set up the most current and updated service standards and indicate the same in the Citizen's Charter for submission to the ARTA to populate the Anti – Red Tape Electronic Management Information System (ARTEMIS);
6. Monitor and periodically review the Citizen's Charter;
7. Ensure that an updated Citizen's Charter is posted not later than March 31<sup>st</sup> of each year;
8. Ensure compliance with the zero – contact policy in accordance with the law;
9. Ensure compliance of the LGUs external and internal services with the prescribed processing time as mandated by RA 11032 and pertinent laws;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. Report the results of the Client Satisfaction Survey for each service based on the guidelines issued by the ARTA not later than the last working day of January of each year;

12. Establish and manage a public assistance complaints desk of ARTA Helpdesk to effectively receive complaints, feedback and monitor customer satisfaction via various feedback mechanisms;
13. Ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission (CSC) Contact Center ng Bayan and other Complaints Action Center are acknowledged and acted on within the prescribed period;
14. Serve as the overall coordinating body for the establishment of an Electronic Business One Stop Shop (BOSS);
15. Coordinate with the agency's public information office for the implementation of an intensified information dissemination campaign; and
16. Perform such duties and functions under RA 11032, its IRR and other issuances by the ARTA.

**Section 3. EFFECTIVITY.** This Executive Order shall take effect immediately.

**DONE** this 15th day of April, 2021 at Sorsogon City, Philippines.

  
**MA. ESTER E. HAMOR**  
City Mayor