

REVIEW and REITERATION OF THE NO SMOKING POLICY IN THE CAMPUS THROUGH REPUBLIC ACT 11032



Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet
www.bsu.edu.ph

FILE
BENGUET STATE UNIVERSITY
RECORDS OFFICE AND ARCHIVES

August 8, 2022

OFFICE MEMORANDUM
No. 0103, Series 2022



TO : ALL UNIVERSITY OFFICIALS AND EMPLOYEES
SUBJECT : COMPLIANCE TO RA11032 or the EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 and ITS IMPLEMENTING RULES AND REGULATIONS

1. The University is regularly monitored by the Anti-Red Tape Authority (ARTA), under the Office of the President of the Philippines, in terms of our compliance to the implementing rules and regulations of RA11032. The first site inspection of the ARTA was conducted on May 19, 2022. We are expecting a random or un-announced inspection from the same authority before the year ends.
2. To continually deliver efficient service to our clientele, all University employees shall observe the following:
 - a. Wear the University Frontline ID at all times while inside the University premises
 - b. All clients (students, parents, alumni, other BSU employees, other government officials and employees, business owner, other private individuals) shall accomplish the Client Satisfaction and Feedback Form (CSFF). Clients shall be instructed to drop the accomplished CSFF in any CSFF drop box in the University. The HRDO, being the University Committee on Anti-Red Tape secretariat, is responsible in collecting accomplished CSFF forms and in preparing reports to be submitted to ARTA. The link to the Google Form of the CSFF, which can be forwarded to clients who availed of online services, can be accessed through <https://forms.gle/QMeve66GsFNhFFaf6>
 - c. All offices shall prepare and post their Updated Citizen's Charter Billboard in the most conspicuous area in their office; AND shall have an Updated Citizen's Charter Handbook, which should be available in the reception area for clients. Formats and/or samples for these can be requested from the CART Secretariat (hrdo@bsu.edu.ph).
 - i. In preparing the Citizen's Charter Billboard, the name, position, and office of the personnel/s in-charge of every step shall be specified.
 - d. Observe the "No Noon Break Policy" in all offices so that official transactions with clients will be accommodated during lunch time.
 - e. All offices shall have the following posters in the most conspicuous area in their respective offices:
 - i. "No Noon Break"
 - ii. "No Smoking"
 - iii. "Contact Center ng Bayan"
 - iv. "No to Fixer"
 - v. "Priority Service to Senior Citizens, PWDs, and Pregnant"
 - vi. "Working Hours"
 - vii. "Locator Chart" of all office personnelThe CART Secretariat, in coordination with the University Public Affairs Office (UPAO), shall be responsible in reproducing and distributing posters i-vi to the offices. Each office shall however prepare their respective "Locator Chart", following the attached format.
3. Heads of Offices shall be responsible in ensuring the compliance of their respective units or colleges in the aforementioned EODB requirements.
4. For your guidance and strict compliance.

FELIPE SALAING COMILA
University President

By:

(SGD.) ALLAN CASALDO SACPA
University Officer-in-Charge

Facebook (1) Facebook
facebook.com/photo/?fbid=591878669187853&set=pcb.591879219187798

Republic of the Philippines
Benguet State University
2801 La Trinidad, Benguet
www.bsu.edu.ph

FILE

BENGUET STATE UNIVERSITY
REGISTRATION OFFICE - LA TRINIDAD

August 8, 2022

OFFICE MEMORANDUM
No. 0163 Series 2022

PSU Search Office No. _____
RELEASED ON AUG 09 2022

TO : ALL UNIVERSITY OFFICIALS AND EMPLOYEES
SUBJECT : COMPLIANCE TO RA11032 or the EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 and ITS IMPLEMENTING RULES AND REGULATIONS

1. The University is regularly monitored by the Anti-Red Tape Authority (ARTA), under the Office of the President of the Philippines, in terms of our compliance to the implementing rules and regulations of RA11032. The first site inspection of the ARTA was conducted on May 19, 2022. We are expecting a random or un-announced inspection from the same authority before the year ends.
2. To continually deliver efficient service to our clientele, all University employees shall observe the following:
 - a. Wear the University Frontline ID at all times while inside the University premises
 - b. All clients (students, parents, alumni, other BSU employees, other government officials and employees, business owner, other private individuals) shall accomplish the Client Satisfaction and Feedback Form (CSFF). Clients shall be instructed to drop the accomplished CSFF in any CSFF drop box in the University. The HRDO, being the University Committee on Anti-Red Tape secretariat, is responsible in collecting accomplished CSFF forms and in preparing reports to be submitted to ARTA. The link to the Google Form of the CSFF, which can be forwarded to clients who availed of online services, can be accessed through <https://forms.gle/QMev6S6GfNhFFqf6>
 - c. All offices shall prepare and post their Updated Citizen's Charter Billboard in the most conspicuous area in their office; AND shall have an Updated Citizen's Charter Handbook, which should be available in the reception area for clients. Formats and/or samples for these can be requested from the CART Secretariat (hrdo@bsu.edu.ph)
 - i. In preparing the Citizen's Charter Billboard, the name, position, and office of the personnel's in-charge of every step shall be specified.
 - d. Observe the "No Noon Break Policy" in all offices so that official transactions with clients will be accommodated during lunch time.
 - e. All offices shall have the following posters in the most conspicuous area in their respective offices:
 - i. "No Noon Break"
 - ii. "No Smoking"
 - iii. "Contact Center ng Bayan"
 - iv. "No to Fixer"
 - v. "Priority Service to Senior Citizens, PWDs, and Pregnant"
 - vi. "Working Hours"
 - vii. "Locator Chart" of all office personnel

The CART Secretariat, in coordination with the University Public Affairs Office (UPAO), shall be responsible in reproducing and distributing posters i-vi to the offices. Each office shall however prepare their respective "Locator Chart", following the attached format.
3. Heads of Offices shall be responsible in ensuring the compliance of their respective units or colleges in the aforementioned EODB requirements.
4. For your guidance and strict compliance.

FELIPE SALAING COMILA
University President

By:

(SGD.) ALLAN CASALDO SACPA
University Officer-in-Charge

Page 1 of 2

This photo is from a post. View post

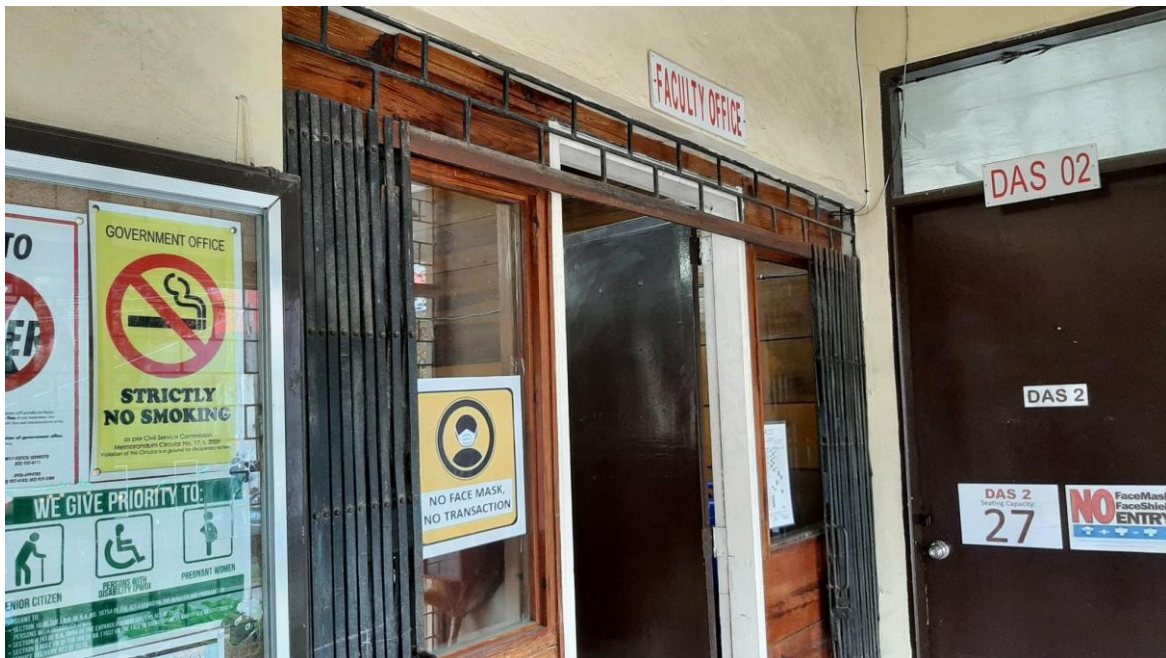
Bsu Roa
August 9 · 🌐

Like Comment

Write a comment... 🗨️ 📷 📺 📧

23°C Cloudy ENG 12:25 pm 07/11/2022

REVIEW and REITERATION OF THE NO SMOKING POLICY IN THE CAMPUS THROUGH REPUBLIC ACT 11032



REVIEW and REITERATION OF THE NO SMOKING POLICY IN THE CAMPUS THROUGH REPUBLIC ACT 11032

