



Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet
Office of the University President



January 10, 2024

OFFICE ORDER

No. 0006 s. 2024

TO: ALL UNIVERSITY EMPLOYEES AND OFFICIALS

SUBJECT: RECOMPOSITION OF THE COMMITTEE ON ANTI-RED TAPE (CART)

The following faculty and staff are hereby designated to compose the BSU Committee on Anti-Red Tape (CART):

DESIGNATION	NAME
Chairperson	Vice President for Administration and Finance
Vice Chairperson	Chief Administrative Officer Administrative Services Division
Members	Legal Officer III Office for Legal Affairs
	Chief Administrative Officer Finance Services Division
	Supervising Administrative Officer Human Resource Management Office
	Information Officer III University Public Affairs Office
	Director Information and Communication Technology
	Administrative Officer V Human Resource Development Office
Focal Person	Administrative Officer V (Bokod Campus)
	Administrative Officer V (Buguias Campus)
	Assistant Director Open University
Secretariat	Human Resource Development Office Personnel

1. As the designated Committees on Anti-Red Tape (CART), the following are your duties and responsibilities:
 - a. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the agency/ department, LGU, GOCC, SUC, or government instrumentality, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
 - b. For NGAs and GOCCs, compliance to the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS), as applicable, particularly on the following:
 - i. Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;
 - ii. Submission of a Regulatory Notification Form (RNF), in the absence of an ARP, to notify ARTA of every formulation, modification, and repeal of regulations, ordinances, or other related issuances;
 - iii. Conduct of post-implementation assessment and review of existing regulations, ordinances, or other related issuances;
 - iv. Conduct of Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and the subsequent submission of a Preliminary Impact Statement (PIS) for ARTA's review and assessment;
 - v. Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
 - vi. Referral of ARTA's policy option recommendations to the appropriate decision-makers within the NGA/ GOCC; and
 - vii. Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational;
 - c. Adoption of the Philippine Good Regulatory Principles (PGRP), including the coordination of the orientation of employees involved in the PGRP Awards, determination of the qualifications of the agency and documentation of best practices, innovative ideas, and success stories that shall serve as bases for nomination for the PGRP Awards, formulation of internal guidelines and mechanism for nomination, submission of the nomination to ARTA containing the qualifications of the agency with collected evidence and detailed description of its best practices, innovative ideas, and success stories, among others;

- d. Conduct of effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff and submission of a status report on the activities conducted within sixty (60) days from the end of the training;
- e. Registration and publication of a new regulations and issuances to the following, within fifteen (15) days from issuance:
 - i. University of the Philippines Office of National Administrative Register (UP ONAR); and
 - ii. Newspaper of general circulation for publication;
- f. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the agency/ department, LGU, GOCC, SUC, or government instrumentality in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02 and its Reference B, including the following:
 - i. Submission of the updated Citizen's Charter Handbook to ARTA, together with an updated Certificate of Compliance (CoC) duly signed by the Head of Agency or Authorized representative;
 - ii. Identification of official personnel who shall encode and submit the Citizen's Charter through the Anti-Red Tape Electronic Management Information System (ARTEMIS), once operational;
 - iii. Monitoring and periodic review of the Citizen's Charter of the agency/ department, LGU, GOCC, SUC, or government instrumentality, specifically the procedures/ steps, timeline, documentary requirements, fees, and other information indicated in the Citizen's Charter; and
 - iv. Posting of the most current and updated Citizen's Charter – Information Billboard in the most conspicuous space of the office, with the relevant pages of the Citizen's Charter Handbook placed in the service counters of offices providing external services and the soft copy of the Citizen's Charter Handbook posted at the official website of the agency/ department, LGU, GOCC, SUC, or government instrumentality pursuant to ARTA MC No. 2019-02;
- g. Compliance of the agency/ department, LGU, GOCC, SUC, or government instrumentality on the zero-contact policy in accordance with R.A. 11032;
- h. Compliance of the external and internal services of the agency/ department, LGU, GOCC, SUC, or government instrumentality with the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
- i. Implementation of the harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under MC No. 2022-005 and its amendment as may be applicable;

- j. Submission to ARTA not later than the last working day of April of each year of the Client Satisfaction Measurement Report for each service based on the guidelines issued by ARTA. For GOCC's under the Governance Commission for GOCCs (GCG), CSM Reports shall be submitted on or before 15 April of each year based on JMC No. 1 (s. 2023).
- k. Perform such other functions, duties, and responsibilities under R.A. 11032 (amending R.A 9485), its IRR and other issuances issued by ARTA.

2. Please be guided accordingly.



FELIPE SALAING COMILA
President