



EXECUTIVE ORDER NO. 33
Series of 2023

AN ORDER PROVIDING FOR THE CREATION OF THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE (CART) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO, PROVIDING FOR THEIR FUNCTIONS AND FOR OTHER PURPOSES.

WHEREAS, Republic Act No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” mandated all government offices to adopt simplified requirements and procedures that will reduce red tape and expedite business and non-business-related transaction;

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 liable service. All transactions and processes are deemed to have been made with permission or clearance from the highest authority having jurisdiction over the government office or agency concerned”;

WHEREAS, Anti-Red Tape Authority (ARTA) issued Memorandum Circular No. 2020-07, series of 2020 directing all government offices to designate a Committee on Anti-Red Tape in the agencies concerned in compliance with the law and its Implementing Rules and Regulations;

WHEREAS, the Provincial Government of Occidental Mindoro (PGOM) is one with the ARTA to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes;

WHEREAS, it is imperative to issue this Executive Order to create the **PROVINCIAL COMMITTEE ON ANTI-RED TAPE (PCART) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO** for effective implementation and compliance with the mandates of the law and its IRR.

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the creation of the **PROVINCIAL COMMITTEE ON ANTI-RED TAPE (PCART) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO**:

SECTION 1. COMPOSITION OF PROVINCIAL COMMITTEE ON ANTI-RED TAPE (PCART) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO. The Provincial Committee on Anti-Red Tape (PCART) of the Provincial Government of Occidental Mindoro (PGOM) shall be composed of the following:

Chairperson : **HON. EDUARDO B. GADIANO**
Governor



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

Vice- Chairperson : **HON. DIANA APIGO-TAYAG**
Vice Governor

Members : **HON. CIRILO Q. TEJOSO, Jr.**
SP Chairman, Committee on Local
Government, Ordinances, and Legal
Matters

HON. ALEX R. DEL VALLE
SP Chairman, Committee on Oversight

MURIEL M. REGUINDING
Provincial Administrator

MANUEL T. TRIA, Jr.
Provincial Budget Officer

CRISOSTOMO C. PARAS, Jr.
Provincial Accountant

CLETA B. MULINGBAYAN
Acting Provincial Treasurer

ANTHONY A. DANTIS
Provincial Planning and Development
Coordinator

MARIFE T. TAÑALA
PGDH, PHRMO

MARIO D. MULINGBAYAN, Jr.
PGDH, PDRRMO/OIC-GSO

ROSALINA R. LAMOCA
Provincial Social Welfare and Development
Officer

MA. TERESA V. TAN, M.D
Acting PHO II



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

IRENEO CORTUNA
PGDH, ENRO

MARYLOU G. COLOGAN
Executive Assistant V, PGO

Atty. TIRSO AUGUSTUS L. ABELEDA, II
Provincial Legal Officer

ENGR. REMIGIO V. MASANGKAY
Provincial Engineer

ENGR. KENNETH VILLAR
PGDH, PEPO

Dr. KRISTOFFERSON GONZALES
Provincial Veterinarian

ENGR. ALRIZZA ZUBIRI
Acting Provincial Agriculturist

ARNOLD DENNIS EUGENIO
Provincial Assessor

SECTION 2. FUNCTIONS OF THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE (PCART) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO.

The Provincial Committee on Anti-Red Tape (PCART) of the PGOM shall ensure compliance with the requirements of Republic Act No. 11032, its IRR and subsequent issuances by the Anti-Red Tape Authority (ARTA). These requirements pertain to the conduct of the following:

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:
 - a. Notify ARTA of every formulation, modification, and repeal of regulations or other related issuances;
 - b. Conduct post-implementation assessment and review of existing regulations or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - c. Prepare a Preliminary Impact Assessment whenever there is an intent to formulate, modify, or repeal a regulation and submit to ARTA;

"Ganado sa Serbisyo, Ganado sa Pagbabago!"

Address: Provincial Capitol Compound, Barangay. Payompon, Mamburao, Occidental Mindoro



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

- d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - e. Refer ARTA's policy option recommendations to the appropriate decision-makers within the Agency;
 - f. 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:
 - a. UP Office of National Administrative Register (UP ONAR), and
 - b. 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 the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information Systems (ARTEMIS);
6. Monitor and periodically review the office or 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 each year;
8. Ensure the compliance of the 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 R.A. 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 the last working day of January of each year the results of the Client Satisfaction Survey for each service based on the guidelines 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 mechanisms where clients may adequately express their complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and ARTA's Complaints Action Center are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within the Agency;
13. Serve as overall coordinating body for the establishment of an Electronic One Stop Shop (e-BOSS) in compliance with the mandate under R.A. No. 11032, its IRR, and other ARTA issuances. The PIA 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,



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

- development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;
14. Coordinate with the Agency's offices the dissemination of ARTA Information, Education, and Communication materials for public consumption;
 15. Perform such other functions, duties and responsibilities under R.A. No. 11032 (amending R.A. No. 9485), its IRR, and other ARTA issuances.

SECTION 3. SEPARABILITY CLAUSE.

If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

SECTION 4. REPEALING CLAUSE.

All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 31st day of May 2023 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Governor