



EXECUTIVE ORDER NO. 2
Series of 2024

**AMENDMENT OF EXECUTIVE ORDER NO. 33, SERIES OF 2023, PROVIDING FOR THE
CREATION OF THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE (PCART) OF THE
PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO**

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, Executive Order No. 33, Series of 2023 was issued to create the Provincial CART;

WHEREAS, there is a need to amend the said Order to update the composition of the Committee on Anti-Red Tape (CART) of the Provincial Government of Occidental Mindoro, in compliance with ARTA Memorandum Circular No. 2023-08, series of 2023, entitled: “Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07, dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART);”

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 **AMENDMENT OF EXECUTIVE ORDER NO. 33, SERIES OF 2023, PROVIDING FOR THE CREATION OF THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE (CART) 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:



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

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

VICE- CHAIRPERSON : **HON. ANECITA 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
Provincial Treasurer

ANTHONY A. DANTIS
Provincial Planning and Development Coordinator

MARIFE T. TAÑALA
PGDH, HRMO

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

ROSALINA R. LAMOCA
Provincial Social Welfare and Development Officer

ROMUALDO M. SALAZAR, JR., MD, MHA
Provincial Health Officer II

IRENEO CORTUNA
PGDH, ENRO

MARYLOU G. COLOGAN
Executive Assistant V, PGO

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

"Ganado sa Serbisyo, Ganado sa Pagbabago!"

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



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MIMAROPA Region
Province of Occidental Mindoro
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ENGR. REMIGIO V. MASANGKAY
Provincial Engineer

ENGR. KENNETH VILLAR
PGDH, PEPO

Dr. KRISTOFFER GONZALEZ
Provincial Veterinarian

ENGR. ALRIZZA ZUBIRI
Provincial Agriculturist

ARNOLD DENNIS EUGENIO
Provincial Assessor

MARICEL T. REGUDO
Caretaker, Records Division,
Office of the Provincial Administrator

DOMINIC M. REGUINDING
OIC – Management Information System

DR. REYNALDO FERATERO
COH, OMPH

DR. MENELEO C. SIMON
Acting Chief of Hospital, San Sebastian District Hospital

DR. APOLONIO DOMINGO
Chief of Hospital, San Jose District Hospital

DR. ARLENE ESPIRITU
Chief of Hospital, Abra de Ilog Community Hospital

DR. NINO BENIDICT PANOPIO
Chief of Hospital, Paluan Community Hospital

DR. AL KENNETH VITTO
Chief of Hospital, Sta. Cruz Community Hospital

DR. CHERRY TARRIELA
Chief of Hospital, Lubang District Hospital

SECRETARIAT:

Office of the Provincial Administrator, *to be headed by Mr.*
Hael C. Villar, Supervising Administrative Officer, OPAD.



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 that the LGU receive, respond, and comply with requirements of RA 11032, its IRR and subsequent issuances by ARTA, as may be applicable, and in coordination with the appropriate offices and units. These requirements pertain to the conduct of the following:

1. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the LGU, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
2. Adoption of the Philippines 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;
3. 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 with sixty (60) days from the end of the training;
4. Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance:
 - a. University of the Philippines Office of National Administrative Register (UP ONAR); and
 - b. Newspaper of general circulation for publication;
5. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the LGU in accordance with the suggested template and prescribe manner of writing issued by ARTA through MC No. 2019-02 and its Reference B, including the following:
 - a. Submission of the updated Citizen's Charter Handbook to ARTA, together with an updated Certificate of Compliance (CoC) dully signed by the Head of Agency or authorized representative;
 - b. 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;
 - c. Monitoring and periodic review of the Citizen's Charter of the LGU, specifically the procedures/steps, timeline, documentary requirements fees, and other information indicated in the Citizen's Charter; and
 - d. 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 LGU pursuant to ARTA MC No. 2019-02;



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6. Compliance of LGU on the zero-contact policy in accordance with R.A. 11032;
7. Compliance of the external and internal services of the LGU with the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
8. 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;
9. 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.; and
10. Establishment and management of 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 express their complaints, comments, or suggestions;
11. Ensure that complaints forwarded by the Presidential Complaints Center, Contact Center ng Bayan of the Civil Service Commission (CSC), and the Legal Office of ARTA are acknowledged, received, responded to, and acted upon within the designated period by the intended recipient within the LGU;
12. Under the ARTA MC No. 2021-11 or the "Guidelines for Nationwide Implementation of Referral and Handling of Complaints involving Section 12(f) and 12(a) to (g) of RA 11032 to the CART and/or Legal Offices of the Government Agencies", Section V.(2) of MC No. 2021-11 states that the CART is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA;
13. As may be applicable, the CART shall serve as overall coordinating body for the establishment of an Electronic Business One Stop (e-BOSS) in compliance with the mandate under RA 11032, its IRR, and other issuances of ARTA. 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;
14. Ensure compliance and submission of the Zero Backlog Report under ARTA MC No. 2022-02, as amended by MC No. 2023-01, on or before 07 March of every year. It shall serve as the coordinating body relative to the implementation of the Report Card Survey (RCS) 2.0, providing the information and documents required by the Authority, as applicable;
15. Coordinate with the communications/public relations office of the LGU on the dissemination of ARTA Information, Education, and Communication materials for public consumption. It shall recommend policies, issuances, and measures to facilitate the implementation of RA 11032 and further improve related issuances and existing guidelines; and
16. Perform such other functions, duties, and responsibilities under RA 11032 (amending RA 9485), its IRR and other issuances issued by ARTA.



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 11th day of January 2024 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Governor