



Republic of the Philippines  
**PROVINCE OF ISABELA**  
City of Ilagan

## *Office of the Governor*

### EXECUTIVE ORDER NO. 38

Series of 2021

#### ORGANIZING THE PROVINCIAL COMMITTEE ON ANTI- RED TAPE IN THE PROVINCE OF ISABELA

**WHEREAS**, Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", mandates all government agencies to adopt simplified requirements and procedures that will reduce red tape and expedite business and non-business- related transactions;

**WHEREAS**, the 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 (CART) and providing the guidelines thereof;

**WHEREAS**, pursuant to Section 5 of RA 11032, all offices and agencies are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo improvement and evaluation of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time;

**WHEREAS**, ARTA Memorandum Circular 2021-09 was issued to provide information on the adoption and endorsement of the Whole-of-Government (WOG) Reengineering Manual to guide agencies and offices towards adopting a whole-of-government approach in the streamlining and reengineering of their systems and procedures in compliance with Section 5 of R.A. 11032;

**WHEREAS**, the reengineering process also entails an interagency review and harmonization of permitting and licensing laws, policies, regulations, and issuances to eliminate redundant and undue regulatory burdens to the transacting public;

**NOW THEREFORE, I, RODOLFO T. ALBANO III**, Governor of the Province of Isabela, by virtue of the powers vested in me by law, hereby decree the following:

**SECTION 1. ORGANIZATION.** THE PROVINCIAL COMMITTEE ON ANTI-RED TAPE (P-CART) is hereby organized.

**SECTION 2. COMPOSITION.** The P- CART shall be composed of, to wit:

Chairperson: *Hon. Rodolfo T. Albano III*  
Governor

Co- Chairperson: *Atty. John Ryan P. Torio*  
Provincial Legal Officer

Vice Chairperson: *Atty. Elizabeth C. Binag*  
Provincial Information Officer

Members: *Atty. Eduardo R. Cabantac*  
Provincial Planning and Dev. Coordinator

*Ms. Maria Theresa A. Flores*  
Provincial Treasurer

*Ms. Antonieta M. Bulan*  
Provincial Accountant

*Ms. Elsa M. Pastrana*  
Provincial Budget Officer

*Atty. Francis James E. Meer*  
*Secretary to the Sangguniang Panlalawigan*

*Mr. Derrick M. Vizcarra*  
Isabela Coastal Devt. Officer

*Mr. Ric Justice E. Angobung*  
Provincial Cooperative, Livelihood and  
Enterprise Development Officer

*Ms. Lucila M. Ambatali*  
Provincial Social Welfare & Devt. Officer

*Mr. Rodrigo T. Sawit*  
Provincial General Services Officer

*Engr. Virgilio S. Lorenzo*  
Provincial Engineer

*Ms. Marites E. Frogoso*  
Provincial Agriculturist

*Mr. Troy Alexander G. Miano*  
Provincial Tourism Officer

*Dr. Nelson O. Paguirigan*  
Provincial Health Officer

*Ms. Janette A. Castillejo*  
OIC- Provincial Human Resource Mang't. Officer



**SECTION 3. FUNCTIONS AND RESPONSIBILITIES.** The P-CART shall ensure that their agency shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the conduct of the following:

3.1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the PGI's services, and reengineering the same;

3.2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:

a. Notify the Authority 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 related issuances, undertake Regulatory Impact Assessment (RIA);

c. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;

d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;

e. Refer the Authority'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).

3.3 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;

3.4 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

3.5 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 System (ARTEMIS):

- 3.6 Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
- 3.7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
- 3.8. Ensure the compliance of the PGI on the zero-contact policy in accordance with the law;
- 3.9. Ensure the compliance of the PGI's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the PGI's mandate under special law;
- 3.10. Develop and foster a client feedback mechanism and client satisfaction measurement;
- 3.11. Report to the Authority 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 to be issued by the Authority;
- 3.12. 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, comments, or suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
- 3.13. Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under RA No. 11032, its IRR, and other issuances by the Authority. 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, as applicable;
- 3.14. Coordinate with the Isabela PIO the dissemination of ARTA Information, Education, and Communication materials for public consumption;
- 3.15. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485) its IRR and other issuances issued by the Authority.

**SECTION 4. FUNDING.** The funding requirements for the operations of the P-CART shall be sourced from the Office of the Provincial Governor, subject to the usual budget, accounting and auditing rules and regulations.

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

Done this 7th day of December 2021, at City of Ilagan, Isabela.

  
RODOLFO T. ALBANO III  
Governor 