



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MUNTINLUPA
 CITY OF MUNTINLUPA
 Office of the City Mayor

EXECUTIVE ORDER No. 51
 Series of 2023

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 44, SERIES OF 2021,
 ON THE CREATION OF THE COMMITTEE ON ANTI-RED TAPE OF
 THE CITY GOVERNMENT OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Section 5 of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, provides that offices and agencies, which provide government offices, are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and re-engineer the same, if deemed necessary, to reduce bureaucratic red tape and processing time;

WHEREAS, the Anti-Red Tape Authority (ARTA) was created to develop, implement, and oversee the national policy against red tape in all government transactions, favouring, instead, the ease of doing business, which the law posits under the Committee on Anti-Red Tape (CART). The City of Muntinlupa, as a local government unit, is mandated to have its own CART;

WHEREAS, Memorandum Circular No. 2020-07, Series of 2020, issued by the Anti-Red Tape Authority (ARTA, or the Authority), dated 30 September 2020, provides the pertinent information, instructions and guidelines in forming a Committee on Anti-Red Tape (CART), in compliance to Republic Act No. 11032, and its Implementing Rules and Regulations (IRR);

WHEREAS, the CART shall be an inter-office task force which requires no separate budget or the creation of new plantilla positions to facilitate its creation by the agency head;

WHEREAS, Executive Order No. 44, Series of 2021, dated 03 December 2021, was issued to provide for the creation and composition of the CART of the City Government of Muntinlupa;

WHEREAS, changes in the past years necessitate the introduction of amendments to Executive Order No. 44, Series of 2021, specifically in its composition in order to reflect current realities;

NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Recreation and Re-composition.





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The Committee on Anti-Red Tape (CART, *for brevity*) of the City Government of Muntinlupa (CGM) is hereby recreated, and it shall be re-composed of the following individuals, namely:

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|-----|--|-------------------|
| (a) | Engr. Allan A. Cachuela,
Business Permits and Licensing Office, and
Office of the City Administrator | Chairperson; |
| (b) | Noel Edward S. Morales,
Department of Internal Audit | Vice Chairperson; |
| (c) | Atty. Gemma F. Tiama,
Sangguniang Panlungsod Secretariat | Member; |
| (d) | Pamela A. de Guia,
City Planning and Development Office | Member; |
| (e) | Abigail Sagum-Garcia,
Business Permits and Licensing Office | Member; |
| (f) | Engr. Aileen M. Cortez,
Office of the City Building Official | Member; |
| (g) | Joshua R. Apolinar,
Management Information Systems Office | Member; |
| (h) | Dahlia A. Furnigones,
Office of the City Treasurer | Member; |
| (i) | Elizabeth Agdon-Gaviola,
City Human Resources Management Department | Member. |

Section 2. Functions.

The CART shall perform the following functions, namely:

- (a) Ensure that the City Government of Muntinlupa (CGM) shall comply with the requirements of Republic Act No. 11032, its IRR, and subsequent issuances by the Authority, as may be applicable;
- (b) Conduct compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, and re-engineering the same;
- (c) Perform the following, subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority;
 - i. Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - ii. Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);





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- iii. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
 - iv. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - v. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;
 - vi. 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);
- (d) 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;
- (e) Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
- i. UP Office of National Administrative Register (UP ONAR), and
 - ii. Official Gazette for publication;
- (f) 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);
- (g) Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
- (h) Ensure that an updated Citizen's Charter, should there be any change, is posted not later than 31 March of every year;
- (i) Ensure the compliance of the CGM on the zero-contact policy in accordance with the law;
- (j) Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by Republic Act No. 11032, or the agency's mandate under special law;
- (k) Develop and foster a client feedback mechanism and client satisfaction measurement;
- (l) Report to the Authority not later than the last working day of January of every year the results of the Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority;
- (m) 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,





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- received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
- (n) Serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under Republic Act 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;
 - (o) Coordinate with the Public Information Office (PIO) the dissemination of ARTA Information, Education, and Communication materials for public consumption;
 - (p) Perform such other functions, duties and responsibilities under Republic Act No. 11032, amending Republic Act No. 9485, and other issuances issued by the Authority.

Section 3. Secretariat.

The Department of Internal Audit (DIA) shall serve as the Secretariat of the CART. Ms. Fatima Nikka P. Salvania shall act as Head of the Secretariat, and decide on the composition thereof, wherein members shall come from within DIA.

Section 4. Repealing Clause.

All previously issued orders inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.


Section 5. Separability Clause.

In the event any provision found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 6. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 21st day of November 2023 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor 