OFFICIAL RELEASED
SIGNATURE:
DATE: 10-12-23
TIME:

EXECUTIVE ORDER NO. 034-2023

"AN ORDER DESIGNATING OF A COMMITTEE ON ANTI-RED TAPE (CART) IN THE MUNICIPALITY OF SANTA MARIA, BULACAN"

WHEREAS, pursuant to Sections 5 and 6 of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and Rule III, Section 1 of its Implementing Rules and Regulations (IRR), consistent with the President's State of Nation Address (SONA) directive to eliminate red tape in all government agencies including Local Government Units (LGU's) in order to provide comfortable lives for the Filipinos;

WHEREAS, the Anti-Red Tape Authority (ARTA) was created to develop, implement, and oversee the national policy against red tapes and in favor of ease of doing business is mandated to set up a committee on Anti-Red Tape (CART) for all government agencies under the said law;

WHEREAS, ARTA Memorandum Circular No.2020-07 provides the Guidelines on the Designation of the Committee on Anti-Red Tape (CART), its composition, roles and functions which shall ensure strict compliance of RA No. 11032, its IRR and other related issuances of the ARTA in all government agencies including LGUs;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of the Municipality of Santa Maria, Bulacan by virtue of the powers vested in me by law do hereby order the designation of the Committee on Anti-Red Tape (CART) in Santa Maria, Bulacan.

SECTION 1. COMPOSITION

Chairperson	-	**BARTOLOME R. RAMOS** Municipal Mayor
Vice Chairperson	-	**ELMER B. CLEMENTE** Municipal Administrator
Members	-	**ESPERANZA G. RAMOS** SB Chairman, Committee on Ways and Means
	-	**ALELIE B. RAMOS** Municipal Treasurer
	-	**MYRNA LOPEZ** Designated Business Permit and Licensing Officer
	-	**ARNIC B. HERMOGENES** Municipal Assessor

- **RODELIO A. BERNARDO**
  Municipal Planning and Development Coordinator
- **CARMELITA G. GUEVARRA**
  Municipal Engineer
- **MA. CONSUELO G. FELICIANO**
  Municipal Health Officer
- **PRIMO F. SANTOS JR.**
  Human Resource Management Officer

Secretariat - Human Resource Management Office

SECTION 2. FUNCTIONS

The CART shall ensure the agency's compliance with the requirements of RA No. 11032 and its IRR and subsequent issuances has the following functions:

1. CONDUCT of compliance cost analysis, time and motion studies, evaluation and improvement of the agency's services.
2. COMPLY to the guidelines on the National Policy on Regulatory Management System to be issued by ARTA.
3. ENSURE effective knowledge information dissemination among office employees on ARTA-related matters.
4. REGISTER new regulations to UP ONAR and publish them to the Official Gazette.
5. SET UP AND UPDATE the Citizen's Charter, submit it to the Anti-Red Tape Electronic Management System (ARTEMIS).
6. MONITOR AND REVIEW the agency or office's Citizen's Charter, specifically the producers/steps, time, documentary requirements, and fees.
7. ENSURE updates on the Citizen's Charter is posted not later than March 31 of every year.
8. ENSURE Agency Implementation of the zero-contract policy.
9. ENSURE Agency Compliance with the 3-7-20 prescribed processing time for transactions,
10. DEVELOP AND FOSTER a client feedback mechanism and client satisfaction measurement.
11. REPORT to ARTA the results of the Client Satisfaction Survey until the last working day of January each year.
12. ESTABLISH AND MANAGE a public assistance desk to effectively receive complaints and motor customer satisfaction via several feedback mechanism.
13. SERVE as coordinating body for the establishment of agency's Electronic Business One-Stop Shop (BOSS).

14. COORDINATE AND DISSEMINATE ARTA information, education, and communication materials for public consumption.
15. PERFORM other functions, duties and responsibilities under RA 11032 and its IRR.

SECTION 3. FUNDING

The LGU of Santa Maria, Bulacan shall allocate funds necessary to cover all expenses in the implementation of this order.

SECTION 4. COMPLIANCE

An electronic copy of the order shall be submitted to ARTA through regulatory management @arta.gove.ph with project: "CART Office Order under the Agency Name: LGU Santa Maria, Bulacan.

SECTION 6. EFFECTIVITY

This Executive Order shall take effect immediately upon signing thereof.

DONE in the 12th day of October 2023 here at the Municipal Hall of Santa Maria, Province of Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor