



## Office of the College President

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### SPECIAL ORDER

No. **2023-332**

**TO :** AS STATED

**SUBJECT :** RECONSTITUTION OF THE COMMITTEE ON ANTI-RED TAPE (CART)

**DATE :** 24 NOVEMBER 2023

Pursuant to Memorandum Circular No. 2020-07, series of 2020 of the Anti-Red Tape Authority (ARTA), the designation of a Committee on Anti-Red Tape (CART) in the government-owned agencies in compliance with the Republic Act No. 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" is hereby directed.

As such, the Committee on Anti-Red Tape (CART) of then Compostela Valley State College was constituted through the issuance of Administrative Order No. 058, dated October 15, 2020. This committee shall primarily undertake cost analysis, conduct time and motion studies, undergo evaluation and improvement of all the college's services, and reengineer the same, if needed, to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes.

To ensure its institutionalization and proper implementation, and the adherence of the committee composition to the updated Organizational Structure of the College passed by the Board of Trustees through the BOT Resolution No. 08, dated April 04, 2023, as well as the new designations in the Calendar Year 2024, the reconstitution of the Committee on Anti-Red Tape (CART) is deemed necessary.

Given the above premise and by the powers vested to the College President, the Committee on Anti-Red Tape (CART) of the Davao de Oro State College is now reconstituted, to wit:

### COMPOSITION

<b>Chairperson:</b>	<b>Chief Administrative Officer</b> <i>Chief for Administration and Finance</i>
<b>Vice Chairperson:</b>	<b>Associate Professor II</b> <i>Vice President for Academic Affairs</i>
<b>Members:</b>	<b>Administrative Officer V</b> <i>Maragusan Branch Focal Person</i>
	<b>Administrative Officer V</b> <i>Montevista Branch Focal Person</i>
	<b>Administrative Officer V</b> <i>New Bataan Branch Focal Person</i>

#### The Cradle of Golden Opportunities

**VISION:** A proactive academic pillar of development in the ASEAN Region. **MISSION:** DDOSC shall provide golden opportunities to its stakeholders towards producing globally competent graduates, relevant and responsive research, extension, and production services anchored on good governance.  
**GOALS:** • Quality Instruction • Relevant and Responsive Research, Extension and Production Services • Effective and Efficient Resource Management  
**CORE VALUES:** DDOSC is a trailblazer of learned individuals that values the culture of **EXCELLENCE, INTEGRITY, and SOLIDARITY**





	<b>Administrative Officer V</b> <i>Performance-Based Bonus (PBB) Focal</i>
	<b>Administrative Officer V</b> <i>Human Resource Management Unit Head</i>
	<b>Planning Officer III</b> <i>Planning Unit Head</i>
	<b>Administrative Officer V</b> <i>Budget Unit Head</i>
	<b>Information Officer III</b> <i>Information Unit Head</i>
	<b>Information Technology Officer I</b> <i>Information and Communications Technology Unit Head</i>
<b>Secretariat:</b>	<b>Administrative Officer IV</b> <i>Human Resource Management Unit In-charge – Maragusan Branch</i>

## **FUNCTIONS, DUTIES, AND RESPONSIBILITIES**

The CART shall ensure that the college complies 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:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the college's services, and reengineering the same;
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 college;
  - 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);

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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 followings 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 System (ARTEMIS);
6. Monitor and periodically review the college'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 college on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the college's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the college's mandate under special law;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
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;
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
13. Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the Authority are acknowledged, received, responded to

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and/or acted upon within the designated period by the intended recipient within the college;

14. 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 eBOSS, 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;
15. Coordinate with the college's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
16. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

## REPEALING CLAUSE

All previous orders inconsistent with the provisions hereof are hereby superseded, repealed or amended accordingly.

## EFFECTIVITY

This order shall take effect immediately and shall remain in force until otherwise revoked or amended by the undersigned or by any competent authority.

Signed this 24<sup>th</sup> day of November 2023 at the DdOSC Main Campus, Compostela, Davao de Oro Province.

  
**CHRISTIE JEAN VILLANUEVA-GANIERA, EdD., CESE**  
College President

cc: Records Unit, file  
All Administrative and Academic Heads  
As Stated  
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