Office of the College President

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SPECIAL ORDER
No. 1103-01, Series of 2026

TO : **HEREIN STATED**

SUBJECT : **RECONSTITUTION OF THE COMMITTEE ON ANTI-RED TAPE (CART) OF DAVAO DE ORO STATE COLLEGE**

DATE : **03 NOVEMBER 2026**

Pursuant to Memorandum Circular No. 2023-08, series of 2023, an amendment on certain provisions of ARTA Memorandum Circular No. 2020-07, series of 2020, dated September 30, 2020, pertaining to the guidelines on the designation of a Committee on Anti-Red Tape (CART), and in accordance and compliance with the mandate Republic Act of 11032, also known as the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018,*" the constitution of the Committee on Anti-Red Tape (CART) 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, evaluate and improve 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. 41, series of 2025, dated September 30, 2025, as well as the new designations in the Calendar Year 2026, the reconstitution of the Committee on Anti-Red Tape is deemed necessary.

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

COMPOSITION

Chairperson	:	**Kim F. Baloca** Chief for Administration and Finance
Vice-Chairperson	:	**Gloryjean C. Altamera** Vice President for Academic Affairs
Members	:	**Grace O. Tulang** Branch Director, DdOSC-Maragusan
		Rieshia P. Vale Branch Director, DdOSC-Montevista
		Wendy Mae W. Dulos Branch Director, DdOSC-New Bataan
		Daryl Haguyahay-Tabigue AO V/ARTA Focal-Maragusan
		Leah R. Guirigay AO V/ARTA Focal-Montevista
		Ernal S. Leal AO V/ARTA Focal-New Bataan

Janice C. Hermosilla
Performance-Based Bonus Focal/Administrative Services Division Director

Reah C. Niog
Human Resource Management Unit Head

Khif Muamar M. Miranda
Public Information Unit Head

Rotchil G. Piastro
Accounting Unit Head/Finance Services Division Director

Secretariat : **Jojet D. Carmelotes**
Anti-Red Tape Section Head

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 reengineering of systems and procedures, compliance cost analysis, time and motion studies, evaluation and improvement of all the college's services;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
    a. Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;
    b. Notify the Authority of every formulation, modification, and repeal of regulations, ordinances, or other related issuances;
    c. Conduct post-implementation assessment and review of the existing regulations, ordinances or other related issuances, and undertake Regulatory Impact Assessment (RIA);
    d. Conduct of Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
    e. Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each RIA for ARTA's review and assessment;
    f. Referral of ARTA's policy option recommendations to the appropriate decision-makers within the college:
    g. 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. Adoption of the Philippine 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 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;
4. 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;
5. 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.
6. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance with 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);
7. Monitor and periodically review the college's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
8. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;

9. Ensure the compliance of the college with the zero-contact policy in accordance with the law;
10. 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;
11. 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;
12. Submission to ARTA, not later than the last working day of April of each year, of the Client Satisfaction Measurement Report (CSMR) for each service based on the guidelines issued by ARTA.;
13. Establish and manage a public assistance and 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 the Legal Office of ARTA are acknowledged, received, responded to, and/or acted upon within the designated period by the intended recipient within the college;
14. Under ARTA MC No. 2021-11 or the "Guidelines for Nationwide Implementation of Referral and Handling of Complaints involving Section 12(f) and 21(a) to (g) of RA 11032 to the CART and/or Legal Offices of Government Agencies", Section V (2) of MC No. 2021-11 states that the CART/Agency is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA;
15. Coordinate with the college's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
16. The CART shall also 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;
17. 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; and
18. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

RESCISSION CLAUSE

All previous Special Orders that are inconsistent with the provisions of this Special Order are hereby revoked, amended, or modified accordingly.

EEFECTIVITY

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

Issued this **3rd day of November 2026** at the Davao de Oro State College - Main Campus, Compostela, Davao de Oro Province.

LILYBETH M. MATUNHAY
SUC President I

Copy furnished:	File, Records Unit Office of the Vice President for Academic Affairs Office of the Chief for Administration and Finance Offices of the Branch Directors As stated and others concerned

Designation	Initials	Date
SUC Pres I	LMM	11/03/2026
AO I	RFT	11/03/2026