

GUIMBA WATER DISTRICT



GUIMBA, NUEVA ECIJA

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Certificate of Registration No.
PHP QMS 19 93 0025

OFFICE ORDER NO. 04-2020

TO: ALL CONCERNED PERSONNEL

FROM: GENERAL MANAGER

SUBJECT: CONSTITUTION OF COMMITTEE ON ANTI-RED TAPE ACT (CART)

DATE: OCTOBER 22, 2020

Please be informed that pursuant to Anti-Red Tape Act (ARTA) Memorandum Circular No. 2020-07 dated September 30, 2020, the Guimba Water District Committee on Anti-Red Tape Act (CART) is hereby constituted and shall be composed of the following:

CHAIRPERSON	:	ENG'R. FELIXBERTO C. LEGARDA
VICE CHAIRPERSON	:	DIANE ERICA B. BALTAZAR
MEMBERS	:	MARY GRACE DC. BATANGAN
	:	ARISTOTLE G. MUÑOZ
	:	ROMMEL G. GRAGASIN
	:	FRANCIS E. ESQUIVEL
	:	ANNE CLARISSE C. ROMANO

The Committee on Anti-Red Tape Act shall ensure the agency to comply with the requirements of Republic Act No. 11032, its IRR and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the conduct of the following:

- Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all agency's services, and reengineering the same.
- Notify the Authority of every formulation, modification, and repeal of regulations, ordinance or other related issuances.
- Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA).
- Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify or repeal a regulation and submit to the Authority.
- Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment.
- Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency.

- Submit and Inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).
- Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained.
- Registration of new regulations and issuances.
- Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year.
- Ensure the compliance of the agency on the zero-contact policy in accordance with the law.
- Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA 11032 or the agency's mandate under special law.
- Develop and foster a client feedback mechanism and client satisfaction measurement.
- 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.
- Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

This designation is in addition to your regular duties and responsibilities without extra compensation.


This order shall take effect immediately.

Be guided accordingly.

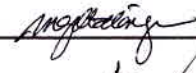

ENG'R. FELIXBERTO C. LEGARDA
 General Manager

Conforme:

DIANE ERICA B. BALTAZAR



MARY GRACE DC. BATANGAN




ARISTOTLE G. MUÑOZ



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