



ROMBLON STATE UNIVERSITY
OFFICE OF THE UNIVERSITY PRESIDENT

2 F Admin Building, RSU-Main Campus, Liwanag, Odiangan, Romblon 5505
Telephone: (042) 567 3273 or Telefax: (042) 567 5859
Email: romblonstateu@gmail.com
Website: rsu.edu.ph



Management System
ISO 9001:2015
www.tuv.com
801015803



MEMORANDUM

No. 001, s. 2024

TO : **ALL CONCERNED**
This University

FROM : **MERIAN P. CATAJAY-MANI, Ed.D., CESE**
University President

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


DATE : **January 09, 2024**

In compliance with Administrative Order 25 Inter-Agency Task Force (AO 25 IATF), and Anti-Red Tape Authority Memorandum Circular No. 2020-07 Series of 2020, and pursuant to Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," all government offices and agencies are mandated to adopt simplified requirements and procedures that will reduce red tape and expedite business and non-business-related transactions.

Relative hereto, the following are hereby designated to compose the University's Committee on Anti-Red Tape (CART):

- Chairperson** : University President
- Vice-Chairperson** : Chief Administrative Officer
- Members** : Vice-President for Administration and Finance
Vice-President for Academic Affairs
Vice President for Research, Extension, Development and Innovation
Director of Internal Audit Services Office
Director of Information and Communications Technology Services Center
University Legal Counsel
Head of Accounting Office
Head of Human Resource Management Office
Director of Planning and Development Office
Director of Quality Assurance Office
- Secretariat** : Human Resource Management Office
Human Resource and Development Office

Further, in compliance with Anti-Red Tape Authority Memorandum Circular No. 2023-08, series of 2023, which provides amendments on certain provisions of ARTA MC No. 2020-07 and updated guidelines on the creation of the CART, the following are hereby designated as focal persons of the CART for each satellite campus:

ROMBLON STATE UNIVERSITY
OFFICIAL RELEASE
By:  Date: 2024-01-09
Office of the President

Focal Persons : Campus Director – RSU San Andres Campus
Campus Director – RSU Calatrava Campus
Campus Director – RSU San Agustin Campus
Campus Director – RSU Santa Maria Campus
Campus Director – RSU Santa Fe/San Jose Campus
Campus Director – RSU Romblon Campus
Campus Director – RSU Cajidiocan Campus
Campus Director – RSU San Fernando Campus

The Functions, Duties, and Responsibilities of the CART are as follows:

- 1) Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, using concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by the Authority;
- 2) Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
 - a) Submit Annual Regulatory Plan (ARP) not later than 07 March of each year;
 - b) Submit Regulatory Notification Form (RNF), in the absence of an ARP, to notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - c) Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, and undertake Regulatory Impact Assessment (RIA);
 - d) Conduct a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit the Preliminary Impact Statement to the Authority;
 - e) Produce a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) and submit to the Authority for review and assessment;
 - f) Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency; and
 - 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) Ensure 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 the PGRP Awards, formulation of internal guidelines and mechanism for nomination, and submission of nomination to the Authority;
- 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:
 - i. UP Office of the National Administrative Register (UP ONAR), and
 - ii. 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) Ensure submission of updated Citizen's Charter Handbook, together with an updated Certificate of Compliance (CoC) duly signed by the Head of Agency of authorized representative, to the Authority;
- 8) Monitor and periodically review the office or agency's Citizens Charter, specifically: procedures/steps, time, documentary requirements, fees, and other information indicated in the Citizen's Charter;
- 9) Ensure that an updated Citizen's Charter should there be any change, is posted not later than March 31st of each year;
- 10) Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
- 11) Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law;
- 12) Develop and foster a client feedback mechanism and client satisfaction measurement based on the guidelines issued by the Authority;
- 13) Report to the Authority not later than the last working day of April of each year the results of the Client Satisfaction Survey for each service based on the guidelines issued by the Authority;
- 14) 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 complaint, 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, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
- 15) Serve as overall coordination 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 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;
- 16) 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) Coordinate with the agency's communications/public relations office for the dissemination of ARTA Information, Education, and Communication materials for public consumption, and recommend policies, issuances, and measures to facilitate the implementation of RA No. 11032 and further improve related issuances and existing guidelines; and
- 18) Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances by the Authority.

All costs pertaining to the operations of the Committee shall be chargeable against available funds and resources of the University, subject to the usual budgeting, accounting and auditing rules and regulations.