



OFFICE OF THE PRESIDENT

SPECIAL ORDER

No. BSC: 011, S. 2025

BATANES STATE COLLEGE
RELEASED
 Date: 02/10/25 Time: 11:10
 By: BSC-109

TO : CONCERNED FACULTY MEMBERS AND ADMINISTRATIVE PERSONNEL

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

DATE : 07 February 2025

By virtue of the authority vested in me by the Board of Trustees, as President of Batanes State College, I hereby designate the members of the Committee on Anti-Red Tape (CART) of the College.

The CART shall be composed of the following:

Chairperson	SUC President
Vice Chairperson	SUC Vice President
Members	Head, Legal Unit
	Director for Administrative and Finance Services
	Head, Planning Unit
	Head, Budget Office
	Head, Quality Assurance Unit
	Head, Information Unit
	Information Technology Officer

In the absence of the SUC Vice President, the Head of the Legal Unit shall serve as the Vice Chairperson of the Committee.

Based on Section 3.3 of the ARTA Memorandum Circular No. 2023-08, the CART shall ensure that the College receive, respond, and comply with the requirements of R.A. 11032, its IRR and subsequent issuances by ARTA, as may be applicable, and in coordination with the appropriate offices and units. These requirements pertain to the following:

1. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the College, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
2. Compliance to the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS), as applicable, particularly on the following:
 - 2.1. Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;



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- 2.2. Submission of a Regulatory Notification Form (RNF), in the absence of an ARP, to notify ARTA of every formulation, modification, and repeal of regulations, ordinances, or other related issuances;
 - 2.3. Conduct of post-implementation assessment and review of existing regulations, ordinances, or other related issuances;
 - 2.4. Conduct of a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and the subsequent submission of a Preliminary Impact Statement (PIS) for ARTA's review and assessment;
 - 2.5. Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
 - 2.6. Referral of ARTA's policy option recommendations to the appropriate decision-makers within the College; and
 - 2.7. Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational;
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 College 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, 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. Conduct of effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff and submission of a status report on the activities conducted within sixty (60) days from the end of the training;
 5. Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance:
 - 5.1. University of the Philippines Office of National Administrative Register (UP ONAR); and
 - 5.2. Newspaper of general circulation for publication;
 6. Set up the most current and updated service standards and inclusion of the same in the Citizen's Charter of the College in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02 and its Reference B, including the following:
 - 6.1. Submission of the updated Citizen's Charter Handbook to ARTA, together with an updated Certificate of Compliance (CoC) duly signed by the College President or authorized representative;

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- 6.2. Identification of official personnel who shall encode and submit the Citizen's Charter through the Anti-Red Tape Electronic Management Information System (ARTEMIS), once operational;
 - 6.3. Monitoring and periodic review of the Citizen's Charter of the College, specifically the procedures/steps, timeline, documentary requirements, fees, and other information indicated in the Citizen's Charter; and
 - 6.4. Posting of the most current and updated Citizen's Charter – Information Billboard in the most conspicuous space of the office, with the relevant pages of the Citizen's Charter Handbook placed in the service counters of offices providing external services and the soft copy of the Citizen's Charter Handbook posted at the official website of the College pursuant to ARTA MC No. 2019-02;
7. Compliance of the College on the zero-contact policy in accordance with R.A. 11032;
 8. Compliance of the external and internal services of the College with the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
 9. 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;
 10. Submission to ARTA not later than the last working day of April of each year of the Client Satisfaction Measurement Report for each service based on the guidelines issued by the ARTA; and
 11. Establishment and management of 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 express their complaints, comments, or suggestions.

The CART shall ensure that complaints forwarded by the President Complaints Center, Contact Center ng Bayan of the Civil Service Commission (CSC), and the Legal Office of ARTA are acknowledged, received, responded to, and acted upon within the designated period by the intended recipient within the College.

In addition, 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 R.A. 11032 to the CART and/or Legal Offices of Government Agencies", Section V.(2) of MC No. 2021-11 states that the CART is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA.

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. It shall serve as the coordinating body relative to the implementation of the Report Card

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Survey (RCS) 2.0, providing the information and documents required by the Authority, as applicable.

Further, the CART shall coordinate with the Information Unit, or its equivalent, of the College on the dissemination of ARTA Information, Education, and Communication materials for public consumption. Moreover, it shall recommend policies, issuances, and measures to facilitate the implementation of R.A. No. 11032 and further improve related issuances and existing guidelines.

The CART shall perform such other functions, duties, and responsibilities under R.A. 11032 (amending R.A. 9485), its IRR and other issuances issued by ARTA.

This designation shall be held concurrently with existing appointments and subject to the College's pertinent rules, policies, and regulations. Any deviation from the guidelines may result in revocation or termination of their appointment, subject to justifiable cause/s by this Office of higher authorities.

Attached is the BSC CART Directory.

For information and strict compliance.


DJOVI REGALA DURANTE, DPA
SUC President

Copy Furnished:

*Records Office
 Office of the President File
 Human Resource Management Office
 Anti-Red Tape Authority*

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