



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 441
 Series of 2024

SUBJECT : CREATION OF THE COMMITTEE ON ANTI-RED TAPE (CART) IN THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE

In the interest of service and in compliance with the **Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2023-08**, a Committee on Anti-Red Tape (CART) is hereby created. Section 6.2 of ARTA MC No. 2023-08 provides that the CART shall ensure that the Department of Agriculture – Central Office (DA-CO) shall receive, respond and comply with the requirements of R.A. No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, its Implementing Rules and Regulations (IRR) and subsequent issuances by ARTA, as may be applicable.

The CART shall be composed of the following:

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|-------------------------|---|---|
| Chairperson | : | Undersecretary for Administration |
| Vice Chairperson | : | Assistant Secretary for Administration |
| Members | : | Director, Planning and Monitoring Service |
| | | Director, Field Operations Service |
| | | Director, Internal Audit Service |
| | | Director, Information and Communications Technology Service |
| | | Director, Administrative Service |
| | | Director, Legal Service |
| | | Director, Financial and Management Service |
| Focal Person | : | DAEA President |
| Secretariat | : | Chief, Management Audit Division |
| | | Chief, Management Division |
| | | Chief, Human Resource Development Division |
| | | Chief, Personnel Division |

All DA Regional Offices and Bureaus shall appoint their focal persons in the CART provided that they shall at least hold a second level position as stated in Section 6.1 of ARTA MC No. 2023-08.

Pursuant to Section 6.2 of ARTA MC No. 2023-08, the CART shall have the following functions, duties, and responsibilities:


1. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all services of the DA, 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);
3. Adoption of the Philippine Good Regulatory Principles (PGRP);
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, within fifteen (15) days from issuance, in the University of the Philippines Office of the National Administrative Register (UP ONAR) and in a newspaper of general Circulation;
6. Setting up the most current and updated service standards and inclusions of the same in the Citizen's Charter of the DA in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02 and its Reference B;
7. Compliance of the DA on the zero-contact policy in accordance with R.A. No. 11032;
8. Compliance of the external and internal services of the DA with the prescribed processing time as mandated by R.A. No. 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 CSM Report for each service based on the guidelines issued by ARTA; and
11. Establishment and management of a public assistance complaints desk or ARTA Helpdesk.

Section 6.3 of ARTA MC No. 2023-08 states that the actual members of CART shall be reflected in a separate directory. ARTA shall be furnished with an electronic copy of this

Order, together with the directory, on or before the 15th of January 2024, through this link:
<https://bit.ly/CARTSubmission>.

This Order shall take effect immediately and shall remain in force unless otherwise amended or revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 26th day of MARCH 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary *P*



DA-CO-AS-SO20240322-00087

