



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 013**  
*Series of 2023*

**AN ORDER REORGANIZING THE COMMITTEE ON ANTI-RED TAPE IN THE  
CITY OF IMUS**

**WHEREAS**, pursuant to Section 5 of Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", all offices and agencies which provide government services are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time.

**WHEREAS**, Section 8 of the said law states that "The head of the office or agency shall be primarily responsible for the implementation of this act and shall be accountable to the public in rendering fast, efficient, convenient and reliable service. All transactions and processes are deemed to have been made with permission or clearance from the highest authority having jurisdiction over the government office or agency concerned".

**WHEREAS**, the Anti-Red Tape Authority (ARTA), upon approval and authorization from the Ease of Doing Business and Anti-Red Tape Advisory Council, issued Memorandum Circular No. 2020-07 which provides guidelines for the mandatory creation of the Committee on Anti-Red Tape within offices and agencies which provide government services.

**WHEREAS**, Under Rule III Section 1 of the IRR of Republic Act No. 11032, Streamlining of Government Services, it is provided that all agencies which provide government services shall undertake compliance cost analysis, conduct time and motion studies, undergo evaluation and improvement of the government services, and reengineer the same, if deemed necessary, to reduce bureaucratic red tape and processing time, and to promote efficiency and simplicity of processes.



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**NOW, THEREFORE, I, HON. ALEX L. ADVINCULA**, City Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. Composition-** There is hereby created CART which shall be composed of the following

Chairman : *Hon. Alex L. Advincula*  
City Mayor

Vice-Chairman : *Mr. Hertito V. Monzon*  
City Administrator

Members : *Atty. Cristian P. Saba*  
Chief-of-Staff, Office of the City Mayor

*Atty. Leonard Martin E. Syjuco*  
City Legal Officer

*Mr. Jose Rafael C. Alarcon*  
Administrative Officer IV, Office of the City Councilors

*Engr. Alvin Saitanan*  
Officer-in-Charge, City Building Official

*Ms. Jasmin C. Ramos*  
Head, Business Permit and Licensing Office

*Ms. Mary Grace Frani-Catolico*  
Officer-In-Charge, City Information Technology and  
Records Management Unit

*Mr. Manuel Reynold T. dela Fuente*  
City Treasurer I

*Dr. Ferdinand Mina, MD*  
Officer-In-Charge, City Health Office



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*Ms. Dorotea L. Sagenes*  
City Environment and Natural Resources Officer I

*Mr. Ervin Ace H. Navarette*  
Officer-in-Charge, City Information Office

*Mr. Elmer L. Camerino*  
Acting City Assessor

*Ms. Marie Jenneth Vilbar-Lungcay*  
Officer-in-Charge, Local Economic Development and  
Investment Promotions Office

Secretariat : *Mr. Jonathan A. Campat*  
Administrative Officer IV, EODB Focal Person

*Ms. Juvy S. dela Cruz*  
Administrative Officer I, Office of the City Administrator

*Ms. Lea T. Solidum*  
Administrative Assistant II, Office of the City  
Administrator

*Ms. Cecil I. Reyes*  
Administrative Aide III, Office of the City Administrator

*Ms. Ma. Blesilda C. Bautista*  
Secretariat, Office of the City Administrator

*Mr. Ernie S. Tambunting*  
Clerk, Office of the City Mayor

**Section 2. Functions, Duties and Responsibilities-** The CART shall ensure that all City Government of Imus (CGI) offices shall comply with the requirements of Republic Act No. 11032, its IRR and subsequent issuances by the



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Authority (ARTA), as may be applicable. These requirements pertain to the conduct of the following:

2.1 Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the City Government of Imus (CGI's) services, and reengineering the same.

2.2 Subject to the Guidelines / National Policy on Regulatory Management System to be issued by the Authority.

2.2.1 Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances.

2.2.2 Conduct post-implementation assessment and review of existing regulations, ordinances, or other related issuance, undertake Regulatory Impact Assessment (RIA).

2.2.3 Prepare a Preliminary Impact Assessment (PIA) whenever there is intent to formulate, modify or repeal a regulation and submit to the Authority.

2.2.4 Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review assessment.

2.2.5 Refer the Authority's policy option recommendations to the appropriate decision-makers within the City Government of Imus (CGI).

2.2.6 Submit an inventory of the electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).

2.3 Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such other related matters obtained by office staff within sixty (60) days from the end of the training.

2.4 Register new regulations and issuance to the following, if applicable, within fifteen (15) days from issuance:



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2.4.1 UP Office of National Administrative Register (UP ONAR), and

2.4.2 Official Gazette for publication.

2.5 Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance to 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).

2.6 Monitor and periodically review the existing Citizen's Charters of all City Government of Imus (CGI) offices, specifically: procedures / steps, time, documentary requirements, and fees.

2.7 Ensure that the updated Citizen's Charter, should there be any change, is posted not later than March 31<sup>st</sup> of each year.

2.8 Ensure the compliance of all City Government of Imus (CGI) offices on the zero-contact policy in accordance with the law.

2.9 Ensure the compliance of the City Government of Imus (CGI's) external and internal services with the prescribed processing time as mandated by Republic Act No. 11032 or the City Government of Imus (CGI's) mandate under special law.

2.10 Develop and foster a client feedback mechanism and client satisfaction measurement.

2.11 Report to the Authority not later than the last working day of January of each year the results of Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority.

2.12 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 mechanism 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 Complaints Action Center of the



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Authority are acknowledged, received, responded to and/or acted upon within the delegated period by the intended recipient within their agency.

2.13 Serve as the overall coordinating 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.

2.14 Coordinate with the City Information Officer (CIO) the dissemination of ARTA Information, Education, and Communication materials for public consumption;

2.15 Perform such other functions, duties and responsibilities under Republic Act No. 11032 (amending Republic Act No. 9485), its IRR and other issuances by the Authority.

**Section 3. Designation of Focal Person-** The focal person for this particular team will be the City Administrator of the City Government of Imus.

The Focal person will be responsible for the following:

1. Review the Citizens Charter prepared by EODB Technical working Group and barangays.
2. Prepares agency compliance report to be submitted to the Office of the President and Anti-Red Tape Authority.
3. Conduct reengineering and streamlining of systems and procedures.
4. Conduct compliance cost analysis.
5. Conduct time and motion studies.
6. Monitor quality management programs and activities.



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**Section 8. Effectivity-** This Executive Order shall take effect immediately.

**DONE** and **SIGNED** this 20<sup>th</sup> day of March 2023, City of Imus.

**ALEX L. ADVINCULA**  
*City Mayor* 