



27 February 2024

UNIVERSITY ORDER

PRES.ORDER.2024.008-B

Reference: PRES.2024.DUN034.ARTA.MDB

CORRIGENDUM TO UNIV ORDER NO. 2024.008-A
(MEMBERS OF THE UNIVERSITY'S COMMITTEE ON ANTI-
RED TAPE AND CAMPUS CART FOCAL PERSON)

To: Select Employees

From: University President

Please be advised that you are designated as members of the University's Committee on Anti-Red Tape Authority (ARTA) and Campus Committee on Anti- Red Tape (CART) Focal Person as per ARTA Memorandum Circular No, 2023-08, effective 27 February 2024, to wit:

SUC President III	- Chairperson
Administrative Officer V (<i>Records Officer III</i>)	- Vice-Chairperson
Associate Professor II/Campus Director	- Member
Chief Administrative Officer	- Member
Internal Auditor I	- Member
Administrative Officer IV (<i>Human Resource Management Officer II</i>)	- Member
Board Secretary V	- Member
Administrative Officer IV (<i>Human Resource Management Officer II</i>)	- Secretariat
Administrative Officer IV (<i>Human Resource Management Officer II</i>)	- Abucay -Campus CART Focal Person
Instructor I	- Bagac-Campus CART Focal Person
Administrative Officer V	- Balanga-Campus CART Focal Person
Administrative Officer V	- Dinalupihan-Campus CART Focal Person
Administrative Officer V (<i>Human Resource Management Officer III</i>)	- Main-Campus CART Focal Person
Administrative Officer V	- Orani-Campus CART Focal Person

The ARTA Committee shall be tasked to perform the following duties and responsibilities in addition to your existing functions in the University, to wit:

- Ensure that the agency/department shall 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:



BATAAN PENINSULA STATE UNIVERSITY

ANTI-RED TAPE AUTHORITY COMMITTEE

Capitol Compound, Brgy. Tenejero
City of Balanga 2100 Bataan PHILIPPINES

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UNIVERSITY ARTA COMMITTEE DIRECTORY

No.	Name	CART Designation	Position/ Designation/ Title	Email Address	Contact Number
1.	Dr. Ruby B. Santos- Matibag	Chairperson	SUC President III	president@bpsu.edu.ph	0927-430-9753
2.	Mr. Jan Carlo G. Salaveria	Vice Chairperson	Administrative Officer V (Records Officer III)	arta@bpsu.edu.ph	0919-097-1024
3.	Mr. Adrian C. Perdio	Member	Associate Professor II/Campus Director	acperdio@bpsu.edu.ph	0917-311-5067
4.	Ms. Rubilita C. Diaz	Member	Chief Administrative Officer	rcdiaz@bpsu.edu.ph	0928-552-0314
5.	Mr. Brian John Q. Rodriguez	Member	Internal Auditor I	bjqrodriguez@bpsu.edu.ph	0921-363-4897
6.	Ms. Lady Fatima D. Visda	Member	Administrative Officer IV (Human Resource Management Officer II)	lfvisda@bpsu.edu.ph	0928-477-4537
7.	Atty. Joannalyn M. Libo-on	Member	Board Secretary V	jmlibo-on@bpsu.edu.ph	0928-273-6322
8.	Ms. Camille Ann H. Cristobal	CART Focal Person- Abucay Campus	Administrative Officer IV (Human Resource Management Officer II)	cahcristobal@bpsu.edu.ph	0945-332-8453
9.	Ms. Lalaine Q. Cascasan	CART Focal Person- Bagac Campus	Instructor I	lqcascasan@bpsu.edu.ph	0917-851-9143
10.	Mr. Arnyl Joy P. Reyes	CART Focal Person- Balanga Campus	Administrative Officer V	ajpreyes@bpsu.edu.ph	0917-525-8144
10.	Ms. Dennielyn S. Izon	CART Focal Person- Dinalupihan Campus	Administrative Officer V	dsizon@bpsu.edu.ph	0907-128-1410
11.	Mr. Aaron C. Rondilla	CART Focal Person- Main Campus	Administrative Officer V (Human Resource Management Officer III)	acrondilla@bpsu.edu.ph	0917-139-0667
12.	Ms. Betty S. Ignacio	CART Focal Person- Orani Campus	Administrative Officer V	bsignacio@bpsu.edu.ph	0920-972-7096
13.	Ms. Monaliza C. Rodriguez	Secretariat	Administrative Officer IV (Human Resource Management Officer II)	mocrodriguez@bpsu.edu.ph	0910-621-4554



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- I. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the agency/department, LGU, GOCC, SUC, or government instrumentality, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
- II. For NGAs and GOCCs, 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:
 - Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;
 - 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;
 - Conduct of post-implementation assessment and review of existing regulations, ordinances, or other related issuances;
 - 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;
 - Preparation and submission of a Regulatory Impact Statement (IRIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
 - Referral of ARTA's policy option recommendations to the appropriate decision-makers within the NGA/GOCC; and
 - Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational;
- III. 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, 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;
- IV. 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;
- V. Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance:
 - University of the Philippines Office of National Administrative Register (UP ONAR); and
 - Newspaper of general circulation for publication;
- VI. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the agency/department, LGU, GOCC, SUC, or government instrumentality



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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:

- Submission of the updated Citizen's Charter Handbook to ARTA, together with an updated Certificate of Compliance (COC) duly signed by the Head of Agency or authorized representative;
 - 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;
 - Monitoring and periodic review of the Citizen's Charter of the agency/department, LGU, GOCC, SUC, or government instrumentality, specifically the procedures/steps, timeline, documentary requirements, fees, and other information indicated in the Citizen's Charter; and
 - 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 agency/department, LGU, GOCC, SUC, or government instrumentality pursuant to ARTA MC No. 2019-02;
- VII. Compliance of the agency/department, LGU, GOCC, SUC, or government instrumentality on the zero-contact policy in accordance with R.A. 11032;
- VIII. Compliance of the external and internal services of the agency/department, LGU, GOCC, SUC, or government instrumentality with the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
- IX. 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;
- X. 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 ARTA and
- XI. 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.
- XII. Shall ensure that complaints forwarded by the Presidential 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 concerned agency/department, LGU, GOCC, SUC, or government instrumentality.
- XIII. 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/agency is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA.



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- XIV. As may be applicable, shall serve as overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under R.A. 11032, its IRR, and other issuances of ARTA. 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.
- XV. Shall 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 Survey (RCS) 2.0, providing the information and documents required by the Authority, as applicable.
- XVI. Shall coordinate with the communications/public relations office of the agency/department, LGU, GOCC, SUC, or government instrumentality 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.
- XVII. Shall perform such other functions, duties, and responsibilities under R.A. 11032 (amending R.A. 9485), its IRR and other issuances issued by ARTA.

These designations shall remain valid for the entire duration of Year 2024, unless sooner revoked by the University President.

For your information, guidance, and compliance.


RUBY B. SANTOS – MATIBAG, Ed.D.
University President