



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612
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EXECUTIVE ORDER NO. 045, S-2022

REORGANIZING THE REGULATORY REFORM TEAM (RRT) OR THE REENGINEERING TEAM, AND THE COMMITTEE ON ANTI-RED TAPE (CART), TO IMPLEMENT R.A. NO. 11032 OR THE 'EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018' (EODB-EGSD) OF THE MUNICIPAL GOVERNMENT OF ASINGAN, PANGASINAN, AND FOR OTHER PURPOSE

WHEREAS, Section 5 of R.A. No. 11032 otherwise known as the 'Ease of Doing Business and Efficient Government Services Delivery Act (EODB-EGSD) of 2018,'—amending the R.A. No. 9485 or the Anti-Red Tape Act of 2007—provides all the officers, agencies, including Local Government Units (LGUs) to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and implementation of their transaction systems and procedures, and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time;

WHEREAS, DTI-ARTA-CSC Joint Memorandum Circular No. 2019-001 or the IRR of R.A. 11032 was issued for its implementation which serves as guidelines to all government agencies including the LGUs in complying with the standards, while the DILG MC No. 2018-114 enjoins LGUs to initiate reengineering of its operations and procedures;

WHEREAS, the DILG and the Anti-Red Tape Authority (ARTA) issued JMC No. 2019-01 which aims to ensure good regulatory practices in policy-making processes of LGUs and provides for the creation of the Regulatory Reform Team (RRT) in every LGUs to facilitate the activities of the Regulatory Reforms and ensure compliance with the provisions of R.A. 11032;

WHEREAS, ARTA MC No. 2020-07 was issued to serve as guidelines on the designation of a Committee on Anti-Red Tape (CART) to comply with the requirements of RA 11032, its IRR, and subsequent issuances by the Authority;

WHEREAS, there is a need to institute an enabling environment and improve regulatory quality at the local level enhance the performance, cost-effectiveness, or legal quality of regulations and related government formalities;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the reconstitution of the Regulatory Reform Team-Committee on Anti-Red Tape (RRT-CART) with the following stipulations:

SECTION 1. COMPOSITION OF THE REGULATORY REFORM TEAM. The Team shall be composed of the following as members:

Chairperson:	Engr. CARLOS F. LOPEZ, JR. – Municipal Mayor
Vice Chairperson:	Hon. HEIDEE L. GANIGAN-CHUA – Municipal Vice-Mayor
Members:	Hon. ATHENA IRA G. CHUA – SBM on Trade, Commerce, and Industry
	Hon. MEL F. LOPEZ – SBM on Good Governance, Public Ethics, and Accountability
	Hon. MELCHOR J. CARDINEZ, SR. – Sanggunian on Finance, Budget, and Appropriation
	Hon. LETICIA R. DOLLENTE – LIGA President
	ALL LGU DEPARTMENT HEADS AND CONCERNED PERSONNEL
	PORFERIO R. TENDERO – Sr. Admin. Asst. V/Municipal Administrator
	Engr. EMETERIO E. LAROYA – MPDC
	BETTY V. RAFANAN – President, Asingan People's Council



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SECTION 2. DUTIES AND FUNCTIONS OF THE RRT. The Team shall have the following duties and responsibilities:

- a) Stock-take or conduct an inventory of all existing local ordinances and issuances made by the LGUs solely or jointly made with other LGUs or NGAs;
- b) Conduct public dialogues with stakeholders such as NGAs, CSOs, and the private sector to identify cumbersome regulations and determine priority ordinances and issuances for review/assessment;
- c) Review/assess prioritized local ordinances, issuances, and resolutions to identify if they are redundant, outdated, or unnecessary using the Four-Way Test;
- d) Recommend policy options that may be adopted by the LGU;
- e) Draft policies based on the result of the assessment;
- f) Accomplish the Regulatory Reform Technical Report (RRTR);
- g) Create a Monitoring and Evaluation Team;
- h) Create/update the database systems and the LGU website. The website shall include all local ordinances, issuances, and resolutions, with their corresponding amendments; the most current Citizen's Charter with all services offered classified as: simple, complex, and highly-technical. The website should be business-friendly and accessible;
- i) Establish regulatory management procedures and methodologies in the modification, adoption, implementation, and evaluation of existing local ordinances and resolutions of the LGU;
- j) Conduct studies/reviews in the promotion of efficient government services and ease of doing business;
- k) Conduct quarterly meetings and as the need arises with proper documentation;
- l) Ensure regular and timely submission to the DILG and ARTA.

The RRT shall conduct regular stock-taking, monitoring, and recommendation of policy options using the same process and forms.

SECTION 3. COMPOSITION OF THE COMMITTEE ON ANTI-RED-TAPE. The Committee shall be composed of the following as members:

Chairperson:	Engr. CARLOS F. LOPEZ, JR. – Municipal Mayor
Vice Chairperson:	Hon. HEIDEE L. GANIGAN-CHUA – Municipal Vice-Mayor
Members:	IMELDA T. SISON – Municipal Treasurer
	PORFERIO R. TENDERO – Sr. Admin. Asst. V/Municipal Administrator
	EDNA C. PADAYAO – Municipal Assessor
	Engr. EMETERIO E. LAROYA – MPDC
	MYRNA LUISA M. ALPIO – Admin Officer IV (HRMO II)
	MYLA V. DE GUZMAN – License Inspector II
	Dr. RONNIE S. TOMAS – Municipal Health Office
	JULIAN M. ILUMIN – Senior EMS
	DIOSDADO C. BALANGA – SB Secretary

SECTION 4. DUTIES AND FUNCTIONS OF THE CART. The Committee shall have the following duties and responsibilities:

- a) Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, and reengineering the same;
- b) Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
 - i. Notify the authority of every formulation, modification, and repeal of regulations, ordinances, and other related issuances;
 - ii. Conduct post-implementation assessment and review of existing regulations, ordinances, or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - iii. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to ARTA;



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- iv. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
- v. Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;
- vi. 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).
- c) 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;
- d) Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - i. UP Office of National Administrative Register (UP ONAR), and
 - ii. Office Gazette for publication
- e) 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);
- f) Monitor and periodically review the office or agency's Citizen's Charter, specifically, procedures/steps, time, documentary requirements, and fees;
- g) Ensure that an updated Citizen's Charter, should there be any change, is posted not later than march 31st of each year;
- h) Ensure compliance of the agency on the zero-contact policy in accordance with the law;
- i) 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;
- j) Develop and foster a client feedback mechanism and client satisfaction measurement;
- k) Report to the Authority not later than the last working day of January of each year the results of the Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority;
- l) 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 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 Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
- m) Serve as overall coordinating body for the establishment of an Electronic Business One-Stop Shop (e-BOSS) in compliance with the mandated of 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;
- n) Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption; and
- o) Perform such other functions, duties, and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR, and other issuances by the Authority.

SECTION 5. FUNDING. The Sangguniang Bayan shall provide appropriation in the annual or supplemental budget for the funding of the necessary programs, activities, and supplies needed to implement the provision of the JMC and this Order.



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SECTION 6. COMPENSATION AND REMUNERATION. The members of the RRT-CART shall perform their duties as such without compensation or remuneration. Members thereof who are not government officials or employees shall be entitled to necessary traveling expenses and allowances chargeable against the funds of the Committee, subject to existing accounting and auditing rules and regulations.

SECTION 7. REPEALING CLAUSE. All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

SECTION 8. SEPARABILITY CLAUSE. In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

SECTION 9. EFFECTIVITY. This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 21st day of September 2022 in the Municipality of Asingan, Pangasinan.

Engr. CARLOS F. LOPEZ, JR.
Municipal Mayor