



January 11, 2024

SPECIAL ORDER NO. 16

Series of 2024

SUBJECT : RECONSTITUTION OF PFDA COMMITTEE ON ANTI-RED TAPE (CART)

In the exigency of service and pursuant to ARTA Memorandum Circular No. 2023-08¹, the PFDA Committee on Anti-Red Tape is hereby reconstituted as follows:

Chairperson	:	General Manager
Vice-Chairperson	:	Assistant General Manager
Members	:	Manager, Administrative Services Department (ASD) Manager, Finance Services Department (FSD) Manager, Technical Services Department (TSD) Manager, Corporate Planning and Management Information Services Department (CPMISD) Manager, Operations Services Department (OSD) Chief, Legal Division (LD) Chief, Public Information Division (PID) Port Manager, Navotas Fish Port Complex (NFPC) Port Manager, General Santos Fish Port Complex (GSFPC) Port Manager, Davao Fish Port Complex (DFPC) Port Manager, Iloilo Fish Port Complex (IFPC) Port Manager, Lucena Fish Port Complex (LFPC) Port Manager, Zamboanga Fish Port Complex (ZFPC) Port Manager, Sual Fish Port (SFP)

¹ *Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) NO. 2020-07 dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)*



Port Manager, Bulan Fish Port Complex (BFPC)/
Camaligan Fish Port (CFP)

Focal Persons : Information Officer III, PID
Planning Officer III, CPMISD
Planning Officer I, OSD-RMPOD
Harbor Master I, NFPC
HRM Officer III, GSFPC
Planning Officer II, DFPC
Cash Clerk III, IFPC
Planning Officer II, LFPC
Planning Officer II, ZFPC
HRM Officer II, BFPC/CFP

This PFDA CART shall perform the following functions, duties, and responsibilities:

1. The PFDA CART shall ensure that the PFDA 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:
 - 1.1. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services the services of the PFDA, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
 - 1.2. 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:
 - 1.2.1. Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;
 - 1.2.2. 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;
 - 1.2.3. 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;
 - 1.2.4. Conduct of post-implementation assessment and review of existing regulations, ordinances, or other related issuances


- 1.2.5. 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;
 - 1.2.6. Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
 - 1.2.7. Referral of ARTA's policy option recommendations to the appropriate decision-makers within the PFDA; and
 - 1.2.8. Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational;
- 1.3. 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 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;
- 1.4. 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;
- 1.5. Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance:
 - 1.5.1. University of the Philippines Office of National Administrative Register (UP ONAR); and
 - 1.5.2. Newspaper of general circulation for publication:
- 1.6. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of PFDA 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:

- 1.6.1. 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
 - 1.6.2. 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;
 - 1.6.3. Monitoring and periodic review of the Citizen's Charter of the PFDA, specifically the procedure/steps, timeline, documentary requirements, fees, and other information indicated in the Citizen's Charter; and
 - 1.6.4. 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 PFDA pursuant to ARTA MC No. 2019-02;
- 1.7. Compliance on the zero-contact policy in accordance with R.A. 11032;
 - 1.8. Compliance of the external and internal services of the PFDA with the prescribed processing time as mandated by R.A. 11032 or the respective mandate under special law;
 - 1.9. 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;
 - 1.10. Submission to ARTA of the Client Satisfaction Measurement Report for each service based on the guidelines issued by ARTA on or before 15 of April each year, based on JMC No. 1 (s. 2023), and
 - 1.11. 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.

2. The PFDA CART 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 PFDA.
3. The PFDA 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 Survey (RCS) 2.0, providing the information and documents required by the Authority, as applicable.
4. Further, the PFDA CART shall coordinate with the PFDA Management 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
5. Finally, the PFDA 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.

The PFDA CART shall be assisted by a Secretariat to be constituted for this purpose. It is not precluded from forming committees, functional groups, and working groups in order to properly perform its functions.

The PFDA CART shall be guided by the applicable provisions of RA No. 11032, MC No. 2023-08, and other related issuances, rules, and regulations. All other issuances inconsistent herewith are deemed superseded or modified accordingly.



ATTY. GLEN A. PANGAPALAN
Acting General Manager

DIRECTORY OF PFDA COMMITTEE ON ANTI-RED TAPE (CART)

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March 25, 2024

Special Order No. **234**
Series of 2024

SUBJECT: CREATION OF PFDA COMMITTEE ON ANTI-RED TAPE (CART) TECHNICAL WORKING GROUP AND SECRETARIAT

In the exigency of service and pursuant to the Republic Act No. 11032, or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2008* and Special Order No. 16 s. 2024, or the *Reconstitution of PFDA Committee on Anti-Red Tape (CART)*, the following personnel are hereby designated as members of the PFDA CART Technical Working Group and Secretariat:

I. TECHNICAL WORKING GROUP

A. Composition

Head	:	Mc Christian Julius A. Macaranas II
Members	:	Rommel R. Ronda Visitacion G. Abrenio Aaron Amberson A. Dalisay Katrina Joyce P. Miguel Atty. Ma. Ruth Custodio

B. Duties and Responsibilities

1. Assist and advise the PFDA CART in the performance of its functions;
2. Provide technical inputs, conduct situation analyses, recommend policies, courses of action, and other initiatives;
3. Recommend policies and guidelines, systems and procedures, programs, projects, plans, and budgets to incorporate ARTA-related activities and operations;
4. Focus on priority areas and perform specific tasks as may be determined by the PFDA CART;
5. Interact/collaborate with the CART TWGs of other agencies/LGUs and other sectors;
6. Provide regular updates and reports to the PFDA CART on TWG activities and the progress of mainstreaming ARTA-related materials based on the feedback and reports to the PFDA CART, PFDA units, other government agencies, and the public; and
7. Report to the PFDA CART Chairperson as needed.



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Form Code: PFDA-ISO-FRM-015 Rev. 0

II. SECRETARIAT

A. Composition

Head : Mark Angelo N. Perez
Members : Atty. Yumiko Angelius M. Yoshiy
Kimberly S. Orande

B. Duties and Responsibilities

1. Provide overall logistical and administrative support to the PFDA CART;
2. Prepare minutes of the meetings and proceedings on consultations;
3. Provide technical assistance to PFDA CART activities and other ARTA-related matters;
4. Monitor compliances of all units concerned for updating and timely reporting; and
5. Take custody of records and other relevant documents.

Members of the TWG and Secretariat shall be guided by applicable provisions of RA No. 11032, MC 2023-08, and other related issuances, rules, and regulations.

This Special Order shall take effect immediately and shall remain in force or until revoked in writing. All office issuances inconsistent herewith are deemed revoked or modified accordingly.


ATTY. GLEN A. PANGAPALAN
Acting General Manager