



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON
OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 10
Series of 2023

RECONSTITUTING THE COMMITTEE ON ANTI-RED TAPE (CART)

WHEREAS, Section 5 of Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" mandates all government offices and agencies that provide public service to regularly undertake cost compliance analysis, and 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 R.A. No. 11032 provides that heads of government offices or agencies shall be held accountable to the public in rendering fast, efficient, convenient and reliable service, and that all transactions and processes are deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office or agency concerned;

WHEREAS, the Committee on Anti-Red Tape (CART) created by the LGU of Loon through Executive Order No. 25, dated 18th of June 2020, needs to be reconstituted;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

Section 1. Creation and Composition. - The Committee on Anti-Red Tape (CART) shall be reconstituted, as follows:

Chairperson:	Mayor Elvi Peter L. Relampagos
Vice Chairperson:	Arnulfo S. Relampagos, CPA, <i>Municipal Accountant</i>
Members:	Teodomiro P. Coritico, <i>Municipal Treasurer</i> Engr. Alan L. Relator, <i>Municipal Planning and Development Coordinator</i> Engr. Noel S. Castrojo, <i>Municipal Engineer</i> Joseph Irwin A. Requina, <i>OIC, Loon Waterworks System</i> Fe L. Millanes, <i>In-Charge, Business Permits and Licensing Office</i> Melquiades E. Maestrado, <i>Human Resource Management Officer</i> PCapt. Victor P. Tagsa Jr., <i>Chief of Police, PNP - Loon Station</i> SFO4 Lowell A. Lumbab, <i>Municipal Fire Marshal, BFP -Loon Station</i>

Section 2. Functions of the Committee on Anti-Red Tape. - The Committee shall perform the following functions:


- a. Conduct compliance cost analysis, time and motion studies, evaluation, and improvement of the LGU's services;
- b. Comply with the guidelines on the National Policy on Regulatory Management System to be issued by ARTA;
- c. Ensure effective knowledge transfer or information dissemination among office employees on ARTA-related matters;
- d. Register new regulations to the University of the Philippines - Office of National Administrative Register (UP-ONAR) for publication in the Official Gazette;

- e. Update the Citizen's Charter of the LGU, and submit it to the Anti-Red Tape Electronic Management System (ARTEMIS);
- f. Monitor and review the Citizen's Charter of the LGU, specifically the procedures or steps, time, documentary requirements, and fees;
- g. Post the LGU's Citizen's Charter not later than March 31 of every year;
- h. Enforce the zero-contact policy;
- i. Ensure that the LGU complies with the prescribed 3-7-20 processing time for transactions;
- j. Develop and foster a client feedback mechanism and client satisfaction measurement;
- k. Report to ARTA the results of the Client Satisfaction Survey until the last working day of January of each year;
- l. Establish and manage a public assistance and complaints desk to effectively receive complaints and monitor customer satisfaction via several feedback mechanisms;
- m. Serve as coordinating body for the establishment of the LGU's Electronic Business One-Stop Shop (BOSS);
- n. Coordinate and disseminate ARTA-related information, education, and communication materials for public consumption; and
- o. Perform other functions, duties, and responsibilities under R.A. 11032 and its Implementing Rules and Regulations.

Section 3. Meetings. - The Committee on Anti-Red Tape shall hold meetings at least twice a year or whenever deemed necessary by the Committee Chairperson.

Section 4. Effectivity. - This Executive Order shall take effect immediately.

Issued this 5th day of April 2023 in the Municipality of Loon, Bohol.


ELVI PETER L. RELAMPAGOS
Mayor 