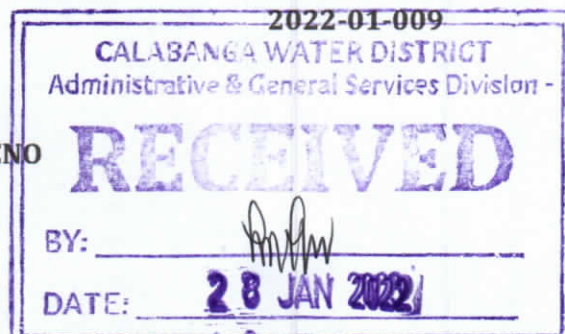


OFFICE ORDER

TO : BETTY B. VIOLA
ENGR. MICHAEL M. GUTIERREZ MORENO
DIANA B. BATALLA
RAQUEL M. SAAVEDRA
ANNIE KAYE C. DURAN
MICHELLE I. VERDEJO

SUBJECT : Creation of the Calabanga Water District Committee on Anti-Red Tape (CART)

DATE : January 28, 2022



In the interest of the service and pursuant to Memorandum Circular No. 2020-7 dated September 30, 2020, of the Anti-Red Tape Authority (ARTA) on the Guidelines on the Designation of Committee on Anti-Red Tape, The Calabanga Water District is hereby created composed of the following:

Chairperson:	Engr. Celedonio I. Tolentino, Jr.
Vice-Chairperson:	Betty B. Viola
Member:	Diana B. Batalla - For Finance Engr. Michael Moreno Gutierrez - For Planning/ Engineering Raquel M. Saavedra - For Public Assistance/Complain Center
Secretariat:	Annie Kaye C. Duran Michelle Verdejo

Duties and Responsibilities:

1. Conduct of the Reengineering training shall ensure that the learnings from the said training shall be cascaded to the regional offices, local offices, field offices, bureaus, and other offices through a seminar, training, and or learning sessions.
2. Ensure that all government services including the services of the regional offices, local offices, field offices, bureaus, and other offices be re-engineered as deemed necessary.
3. Ensure and oversee the reengineering of systems and procedures of the government services to reduce bureaucratic red tape.
4. Understand the client journey, identify and prioritize the issues encountered by the client and discover the current state of the processes when reengineering their systems and procedures.
5. Prioritize the external services of their agency that they deemed most availed considering the volume of transactions or the number of applications received in the period of one (1) particularly the previous year.
6. The improved and reengineered systems and procedures of the agencies shall be the basis for the drafting and updating of the Citizen's Charter as stated in item 6.4.3 of ARTA MC 2019-02.
7. To determine the current status of the implementation of Sec. 5 of R.A 11032, the agencies through their respective CART shall submit to the Authority an initial Reengineering report that shall at the minimum contain the following:
 - a. Identified priority services for reengineering whether external services or




Internal Services.

OFFICE ORDER

2022-01-009

- b. Current Status: number of steps, processing time, cost whichever is if Applicable.
 - c. Expected outcome: Projected/target reduction of steps, time, cost whichever is If applicable.
 - d. Concerned agency, office, unit, division
 - a. Target clients
8. Conduct compliance cost analysis time and motion studies, evaluation and improvement of all the agency's services, and reengineering the same.

This Order shall take effect immediately and remain in force unless otherwise amended or revoked. All issues that are in conflict with this are hereby revoked.


ENGR. CELEDONIO I. TOLENTINO JR.
General Manager