BAGONG PILIPINAS

CAWADI 1987 We Care

CALABANGA WATER DISTRICT

San Antonio, Calabanga, Camarines Sur

CALABANGA WATER DISTRICT
Administrative & General Services Division
RECEIVED
BY:
DATE: 13 JAN 2025

OFFICE ORDER **2025-01-016**

TO : **BETTY B. VIOLA**
DIANA B. BATALLA
ENGR. MICHAEL M. GUTIERREZ MORENO
RAQUEL M. SAAVEDRA
LEMUEL E. AN
MARJORIE D. LUCEÑO

SUBJECT : **Adoption of ARTA Memorandum Circular (MC) No. 2023-08 dated 22 November 2023 Creation of the Calabanga Water District Committee on Anti-Red Tape (CART)**

DATE : **January 6, 2025**

In the interest of the service and under **ARTA Memorandum Circular (MC) No. 2023-08** dated 22 November 2023, which provides amendments on certain provisions of ARTA MC No. 2020-07 or the Guidelines on the Designation of a Committee on Anti-Red Tape (CART). ARTA MC No. 2023-08 took effect on 11 December 2023 upon publication in the Philippine Star and filing at the Office of the National Administrative Register. The Calabanga Water District is hereby created composed of the following:

Chairperson:	General Manager C
Vice-Chairperson:	Administrative/General Services Chief C
Members:	Corporate Budget Specialist A
	Supervising Engineer A
	Sr. Water Utilities Management/Development Officer
	Electronics Communication Systems Operator C
	Utilities Customer Service Assistant E

Duties and Responsibilities:

1. Conduct of the Reengineering processes and systems, compliance cost analysis, time and motion studies, and assessment and enhancement of all Calabanga Water District services are all being carried out with the use of the concepts and instruments mentioned in the ARTA-issued whole-of-engineering (WOG) Reengineering Manual.

2. Conduct post-implementation assessment and review existing regulations, ordinances, or other related issuances.

3. Conduct effective knowledge transfer, disseminating information to office personnel about ARTA-related training, briefings, or other connected matters, and turning in a status report on the actions taken within sixty (60) days of the training's conclusion.

4. 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.

5. Ensure and oversee the reengineering of systems and procedures of the government services to reduce bureaucratic red tape.

CALABANGA WATER DISTRICT

San Antonio, Calabanga, Camarines Sur

OFFICE ORDER **2025-01-016**

6. 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.

7. 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.

8. 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.

9. 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;
    b. Current Status: number of steps, processing time, cost whichever is applicable;
    d. Expected outcome: Projected/target reduction of steps, time, and cost whichever is applicable;
    e. Concerned agency, office, unit, division; and
    f. Target clients.

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

ENGR. CELEDONIO I. TOLENTINO, JR.
General Manager

CALABANGA WATER DISTRICT

San Antonio, Calabanga, Camarines Sur

CART DIRECTORY

Name	Position	Contact Details
Engr. Celedonio I. Tolentino, Jr.	General Manager C	(054) 881-0063 calabangawd@gmail.com 2nd Floor CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Betty B. Viola	Administrative/General Services Chief C	(054) 881-9188 calabangawdhr@gmail.com CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Diana B. Batalla	Corporate Budget Specialist A	(054) 881-0063 Finance, Accounting and Budget: calabangawd.fab@gmail.com 2nd Floor CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Engr. Michael M. Gutierrez Moreno	Supervising Engineer A	(054) 881-9188 calabangawd@yahoo.com.ph 3rd Floor CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Raquel M. Saavedra	Sr. Water Utilities Management/Development Officer	(054) 881-9188 calabangawd@yahoo.com.ph CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Lemuel E. An	Electronics Communication Systems Operator C	(054) 881-9188 lemuelcawadi11@gmail.com CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur
Marjorie D. Luceño	Utilities Customer Service Assistant E	(054) 881-9188 calabangawdhr@gmail.com CAWADI Bldg., San Antonio Pob., Calabanga, Camarines Sur

ENGR. CELEDONIO I. TOLENTINO, JR.
General Manager C