



LICAB WATER DISTRICT

Real St., Poblacion, Sur, Licab Nueva Ecija

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(09258158581-3) (044) - 950 139



QMS 19 93 0026

OFFICE MEMORANDUM

011 - 2020

TO: ALL CONCERNED PERSONNEL
Licab Water District

RE: Constitution of Committee on Anti - Red Tape (CART)

Date: December 16, 2020

Pursuant to Anti-Red Tape Authority Memorandum Circular No. 2020-07, the Committee on Anti-Red Tape of Licab Water District is hereby constituted and shall be composed of the following:

DESIGNATION	NAME	POSITION	EMAIL ADDRESS	CELLPHONE NUMBER
Chairperson	Anne Lorelie DL. Laureta	General Manager	laylaureta@yahoo.com	0922-829-1626
Vice Chairperson	Mary Grace U. Esguerra	Administrative Services Officer	esguerra.marygrace@ymail.com	0915-313-1393
Member	Hazzel Anne DS. Cayetano	Administrative Services Aide	h.cayetano94@yahoo.com	0997-891-2419
	Ria Fe M. Narne	Engineering Assistant A	narnemaria@gmail.com	0905-304-9238
	Jerome T. Soriano	Customer Service Assistant C	jerome.soriano25@yahoo.com	0933-503-6219
	Jay-ar U. Manuel	Customer Service Assistant D	jr.mauel1892@yahoo.com	0912-827-6172

The Committee on Anti-Red Tape shall ensure the agency comply with the requirements of R.A No. 11032, its IRR and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the conduct of the following:


- Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all agency's services, and reengineering the same.
- Notify the Authority of every formulation, modification, and repeal of regulations, ordinance or other related issuances.
- Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA).
- Prepare a Preliminary Impact Assessment (RIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority.
- Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment.
- Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency.

- Submit an inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).
- Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such relate matters obtained;
- Registration of new regulations and issuances;
- Ensure that an updated Citizen's Charter, Should there be any change, is posted not later than March 31st of each year;
- Ensure the compliance of the agency on the zero contact policy in accordance with the law.
- 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;
- Develop and foster a client feedback mechanism and client satisfaction measurement;
- 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.
- Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

This designation is in addition to your regular duties and responsibilities without extra compensation.

This order shall take effect immediately.

Be guided accordingly.


ANNE LORELIE DL. LAURETA
 General Manager

Conforme:

Mary Grace U. Esguerra
 Hazzel Anne DS. Cayetano
 Ria Fe M. Narne
 Jerome T. Soriano
 Jay-Ar U. Manuel

