



# LICAB WATER DISTRICT

Real St., Poblacion, Sur, Licab Nueva Ecija

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(09258158581-3) (044) – 950 1397



QMS 19 93 0026

## OFFICE MEMORANDUM

018 – 2021

TO: ALL CONCERNED PERSONNEL

Licab Water District

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

Date: December 16, 2021

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	<a href="mailto:laylaureta@yahoo.com">laylaureta@yahoo.com</a>	0922-829-1626
Vice Chairperson	Mary Grace U. Esguerra	Administrative Services Officer	<a href="mailto:esguerra.marygrace@ymail.com">esguerra.marygrace@ymail.com</a>	0915-313-1393
Member	Hazzel Anne DS. Cayetano	Administrative Services Aide	<a href="mailto:h.cayetano94@yahoo.com">h.cayetano94@yahoo.com</a>	0997-891-2419
	Ria Fe M. Narne	Engineering Assistant A	<a href="mailto:narnemaria@gmail.com">narnemaria@gmail.com</a>	0905-304-9238
	Marilou M. Cargamento	Cashier C	<a href="mailto:cargamentomalou@gmail.com">cargamentomalou@gmail.com</a>	0905-277-7008
	Jay-Ar U. Manuel	Customer Services Assistant D	<a href="mailto:jr.manuel1892@yahoo.com">jr.manuel1892@yahoo.com</a>	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, ordinances 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 related 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 31<sup>st</sup> 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.

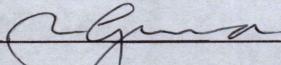
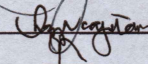
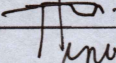
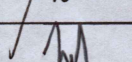
This designation is in addition to your regular duties and responsibilities without extra compensation.

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	
Marilou M. Cargamento	
Jay-Ar U. Manuel	