



Republic of the Philippines
OFFICE OF THE MAYOR
City of Cavite

3F CAVITE CITY HALL, SAMONTE PARK, CAVITE CITY

EXECUTIVE ORDER NO. 03
Series of 2024

**AN ORDER FOR THE RECONSTITUTION AND RECOGNITION OF THE REGULATORY
REFORM TEAM (RRT) AS THE COMMITTEE ON ANTI RED TAPE (CART)
OF THE CITY OF CAVITE**

WHEREAS, pursuant to Section 5 of RA 11032 otherwise known as Ease of Doing Business and Efficient Delivery of Government Services Delivery Act of 2018, "All offices and agencies which provide government services are hereby mandated to regularly undertake cost compliance analysis, 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 also states that "The head of office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service;

WHEREAS, Joint Memorandum Circular No. 2019 – 01, dated December 10, 2019, both by the Department of Interior and Local Government (DILG) and the Anti-Red Tape Authority (ARTA) "Guidelines on the Regulatory Reform for LGUs Pursuant to the Ease of Doing Business and Efficient Government Service Delivery (EODB – EGSD) Act of 2018", generally aimed to ensure good regulatory practices in the policy making process of LGUs, thereby provides for implementing regulations to comply with the standards of RA 11032 such as the following:

- Review of business and non-business-related local ordinances, issuances, and resolutions that affect the country's global competitiveness ranking and investment climate;
- Improves business-friendliness and competitiveness by enhancing efficiency in issuing permits, clearances and other similar documents and by lowering the cost of compliance for business and the transacting public, to repeal or amend unnecessary, costly, burdensome, outdated, irrelevant and/or confusing rules;
- Institutionalize and evidence-based repeal amendment system ultimately towards a coherent and better regulations; and
- Democratize regulatory reform process through public consultation and participation.

WHEREAS, DILG Memorandum Circular No. Cav 2020124-289 dated 24 January 2020 endorses for the creation of Regulatory Reform Team (RRT) as per Section 6.1.2 of DILG – ARTA JMC 2019 – 01 in order to facilitate the activities of the Regulatory Reform Team;

WHEREAS, ARTA Memorandum Circular 2020-07 dated September 30, 2020, set the Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in compliance with RA 11032;

WHEREAS, on February 27, 2020, Executive Order No. 10, series of 2020 was issued by the City Mayor which orders for the Creation of Regulatory Reform Team of the City of Cavite;

WHEREAS, DILG Advisory dated 24 March 2021 reiterating the ARTA MC no. 2020-07 re Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in compliance with RA 11032 and its implementing rules and regulations, considers RRT as CART for all LGUs and to perform functions deemed included in the ARTA MC 2020-07.

NOW THEREFORE, in view of the foregoing considerations, I, **DENVER REYES CHUA**, City Mayor of Cavite City by virtue of the powers vested in me by the law, do hereby order for the



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RECONSTITUTION AND RECOGNITION OF THE REGULATORY REFORM TEAM (RRT) AS THE COMMITTEE ON ANTI-RED TAPE (CART) OF THE CITY OF CAVITE as follows

SECTION 1. COMPOSITION – The Officials and Head/Representative of the following Offices/Divisions/Sections, or equivalent shall compose the Regulatory Reform Team (RRT) /Committee on Anti-Red Tape (CART), viz:

CHAIRPERSON : **HON. DENVER REYES CHUA**
City Mayor

VICE CHAIRPERSON : **HON. BENZEN RALEIGH G. RUSIT**
City Vice Mayor

MEMBERS : **COUN. EDMUND C. TIRONA**
Sangguniang Panlungsod Member

COUN. MARC LAWRENCE DR. SERRANO
Sangguniang Panlungsod Member

COUN. FRANKLIN A. NUGUID
Sangguniang Panlungsod Member

OFFICE OF THE CITY ADMINISTRATOR

CITY PLANNING AND DEVELOPMENT OFFICE

OFFICE OF THE CITY TREASURER

CITY ASSESSOR'S OFFICE

**HUMAN RESOURCE AND MANAGEMENT
OFFICE**

**MANAGEMENT INFORMATION SYSTEM
OFFICE**

RRT SECRETARIAT HEAD : **SECRETARY OF THE SANGGUNIAN**

MEMBERS : **LEIPO DESIGNATE**

COMMUNITY AFFAIRS OFFICE



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SECTION 2. DUTIES AND FUNCTIONS AS RRT:

1. Stocktake all existing local ordinances and issuances made by LGUs solely or jointly made with other LGUs or NGAs;
2. Conduct public dialogues with stakeholders such as NGAS, CSOs and the private sector, to identify cumbersome regulations and determine priority ordinances and issuances for review/assessment;
3. Review/assess prioritized local ordinances, issuances and resolutions, if it is redundant, outdated, or unnecessary using the Four-way Test (See Annex 1);
4. Recommend policy options that may be adopted by the LGU;
5. Draft policies based on the result of the assessment;
6. Accomplish the Regulatory Reform Technical Report (RRTR);
7. Create a Monitoring and Evaluation System;
8. Create and/or update the database systems and the LGU website. The website shall include all the local ordinances, issuances, and resolutions with their corresponding amendments; the most current and updated Citizen's Charter with all services offered classified as Simple, Complex, and Highly Technical. It should be business-friendly and accessible;
9. Establish regulatory management procedures and methodologies in the modification, adoption, implementation, and evaluation of existing local ordinances, issuances, and resolutions of LGU;
10. Conduct studies/reviews in the promotion of efficient government services and ease of doing business;
11. Conduct quarterly meetings and as need arises with proper documentation.
12. Ensure regular and timely submission to DILG and ARTA;
13. Accomplish all the other tasks needed for the above purposes; and
14. The Regulatory Reform Team (RRT) shall conduct regular stocktaking, monitoring, and recommendation of policy options using the same process and forms.
15. The CART shall ensure that complaints forwarded by the Presidential complaint Center Contact Center ng Bayan of the Civil Services Commission (CSC), and the Legal Office Of ARTA are acknowledged, received, responded to, and acted upon within the designated Period by the intended recipient within the concerned agency/ department, LGU, GOCC, SUC, or government instrumentality.
16. In addition, under ARTA MC, No. 2021-11 or the "guidelines for nationwide implementation Of Referral and Handling of Complaints involving Section 12(f) and 21 (a) to (g) of R.A 11032 To the Cart and/ or Legal Offices of Government Agencies" Section V. (2) of MC No. 2021-11 States that the CART/agency is given full discretion to adopt all lawful methods in resolving The complaint referred by ARTA.
17. As may be applicable, the CART shall serve as the overall coordinating body for the Establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under R.A 11032, its IRR and other issuances of ARTA. The Cart must facilitate and assist various department and offices involved during the development and implementation of e- BOSS including logistical and personal requirement, security of the system, development of a communication plan, implementation of contingency measures, and protection of data and information.
18. The CART shall also ensure compliance and submission of the zero backlog Report under ARTA MC NO. 2022-02 as amended by MC no. 2023-01 before 07 March of every year. It shall serve as the coordinating body relative to the implementation of the report card survey (RCS) 2.0 providing the information and documents required by the Authority, as applicable.
19. Further the CART shall coordinate with the communication/ public office of the agency/ department, LGU, GOCC, SUC, or government instrumentality on the dissemination of ARTA Information, Education and Communication Materials for public consumption. Moreover, it shall recommend policies issuances and measures to facilitate the implementation of R.A No. 11032 and further improve related issuances and existing guidelines.
20. Finally, the CART shall perform such other function duties and responsibilities under R.A 11032 (amending R.A 9485), its IRR and issuances issued by ARTA.



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SECTION 2-A. ADDITIONAL DUTIES AND FUNCTIONS OF THE RRT AS CART:

1. Conduct compliance cost analysis, time and motion studies, and evaluation and improvement of all the agency's services, and reengineering the same;
2. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff within 60 days from the end of the training.
3. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance with the prescribed template issued by the Authority, and submit the same to the Authority to populate the Anti-Red tape Electronic Management Information System;
4. Monitor and periodically review the office or Agency's Citizen's Charter, especially: procedures/steps, time, documentary requirements, and fees;
5. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
6. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
7. 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;
8. Develop and foster a client feedback mechanism and client satisfaction measurement;
9. 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;
10. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, and feedback and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanisms where clients may adequately express their complaints, comments or suggestions. The CART must ensure the complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of the Authority are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within their agency;
11. Serve as an overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under RA No. 11032, its IRR, and other issuances by the Authority. The CART must facilitate and assist various departments and offices involved during the development and implementation of e-BOSS, including logistical and personnel requirements, security of the system, development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;
12. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education and Communication materials for public consumption;
13. Perform such other functions, duties and responsibilities under RA No. 11032 (amending RA No. 9485), its IRR and other issuances issued by the Authority.

SECTION 3. TIMETABLE AND SCHEDULE. To ensure compliance with the EODB and EGSD Act of 2018 and monitor implementation of the Regulatory Reform Guidelines in the locality, deadline(s) for submission of deliverables to be submitted to ARTA are hereby prescribed (Section 10.5 JMC No. 2016 – 01);



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Phase	Element	Submission Deadline	Output
1	Formation of Regulatory Reform Team	Starting 2020	Executive Order/Resolution on the formation of the team
2	Stocktaking/Monitoring	1 st quarter	Inventory of the business-related and non – business related ordinances/resolutions and issuances (2016-present) ◦ With template
	Recommendation of Policy Options	Regularly	Regulatory Reform Technical Report with Regulatory Impact Statement
3	Stocktaking/Monitoring	2 nd Quarter	Inventory of business-related and non – business related ordinances/resolutions and issuances (2005-2015) ◦ With template
	Recommendation of Policy Options	Regularly	Regulatory Reform Technical Report with Regulatory Impact Statement
4	Stocktaking/Monitoring	3 rd Quarter	Inventory of business-related and non – business related ordinances/resolutions and issuances (1995-2004) ◦ With indicated template
	Recommendation of Policy Options	Regularly	Regulatory Reform Technical Report with Regulatory Impact Statement
5	Stocktaking/Monitoring	4 th Quarter	Inventory of business related and non – business related ordinances/resolutions and issuances (1994 and older) ◦ With indicated template
	Recommendation of Policy Options	Regularly	Regulatory Reform Technical Report with Regulatory Impact Statement

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE in the City of Cavite this 12th day of January 2024.


DENVER REYES CHUA
City Mayor



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COMMITTEE ON ANTI-RED TAPE (CART) DIRECTORY

OFFICE	CONTACT PERSON	CONTACT NO. / EMAIL
Office of the Sangguniang Panlungsod	Ms. Rosemarie R. Basuil (Acting Secretary to the Sangguniang Panlungsod)	(046) 484 – 8570 spcavitecity@gmail.com
City Treasurer's Office	Ms. Lallaine G. Laprillas (Acting City Treasurer)	(046) 431 – 2352 citytreasurer@cavitecity.gov.ph
City Administrator's Office	Atty. Dennis V. Antonio (City Legal Officer / Concurrent OIC - City Administrator's Office)	(046) 431 – 0462 cavitecityao@gmail.com
City Assessor's Office	Mr. Tristan A. Pangilinan (OIC – City Assessor's Office)	(046) 431 -2052 cityassessorcavitecity@gmail.com
City Planning and Development Office	Engr. Remina F. Serrano (OIC – City Planning and Development Office)	(046) 431 – 0519 cpdo@cavitecitygovph.com
Human Resource and Management Office	Ms. Mary Jun K. Villareal (City Gov't Department Head I – HRMO)	(046) 431 – 8139 hrmo@cavitecity.gov.ph
Business Permit and Licensing Office	Ms. Maria Olga V. Cabuco (OIC – Business Permit and Licensing Office)	(046) 431 – 2638 bplolgucavitecity@gmail.com
City Health Office	Dr. Jerome R. Morada (OIC – City Health Office)	(046) 431 – 0752 (046) 431 – 5843 cavitecity_cho@yahoo.com
City Environment and Natural Resources Office	Mr. Carlo Dante M. Filoteo (City Gov't Department Head I – CENRO)	(046) 431 – 1680 cenrocavitecity@yahoo.com
City Legal Office	Atty. Marx Earvin C. Torino Legal Officer III (Attorney III)	legal@cavitecity.gov.ph



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Public Assistance and Complaints Desk	Ms. Sheryl M. Sincosa (Officer of the Day)	(046) 431 – 8135 hrmo@cavitecity.gov.ph
Management Information System Office	Mr. Meynard E. Villareal (Information Technology Officer II)	(046) 472 – 0884 mis@cavitecity.gov.ph
MedCare	Dr. Janno R. Morada (Medical Officer III)	(046) 872 – 1317 cavitecitymedcare@gmail.com

Certified Correct by:

Atty. DENNIS V. ANTONIO
City Legal Officer / Concurrent OIC - City Administrator's Office