



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 04 Series of 2025

AN ORDER ORGANIZING THE COMMITTEE ON ANTI-RED TAPE FOR THE MUNICIPALITY OF MONCADA, TARLAC

WHEREAS, Section 6 of Republic Act No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” mandates all government agencies and instrumentalities to establish a Committee on Anti-Red Tape (CART) to ensure compliance with the national policy on ease of doing business and to monitor the implementation of streamlined procedures;

WHEREAS, the Anti-Red Tape Authority (ARTA) issued guidelines directing all local government units to establish and operationalize their respective CARTs as a mechanism to oversee anti-red tape initiatives and address issues on bureaucratic inefficiencies;

WHEREAS, the Municipal Government of Moncada is committed to improving public service delivery, simplifying processes, eliminating red tape, and ensuring transparency and accountability in the performance of its functions;

NOW, THEREFORE, I, RAMON BENITO M. AQUINO, Mayor of Moncada, Tarlac, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION OF THE COMMITTEE ON ANTI-RED TAPE (CART)

There is hereby organized Committee on Anti-Red Tape (CART) for the Municipality of Moncada, Tarlac.

Chairperson: **HON. RAMON BENITO M. AQUINO**
Municipal Mayor

Vice Chairperson: **MR. CRISTOPHER JOHN B. PABO**
MHRMO

Members: **HON. JAYVEE B. NATIVIDAD**
SB Committee Chair on Good Governance

MS. CRISTINA A. GABRIEL
Municipal Treasurer

ENGR. NOEL T. ESTEBAN
Municipal Engineer

MR. RANBERT V. SAVELLA
Municipal Assessor

MS. RULINA GRACE F. BERMUDEZ
MPDC/MISO

DR. PETER LOUIE R. TAMAYO
Municipal Health Officer

MS. WILMA D. BALGOS
MENRO



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MS. KYLEE D. ASUCENA
BPLO – OIC

MS. KIMBERLY A. OCOMEN
AO V/HR Representative

MS. IVY MADRIAGA-DAMO
AO V/Office of the Mayor

ALL BARANGAY SECRETARIES

SECTION 2. FUNCTIONS, DUTIES and RESPONSIBILITIES

The CART shall ensure that the municipality shall comply with the requirements of RA No. 11032, its IRR, and subsequent issuances by the Authority, as may be applicable. These requirements pertain to the following:

1. Conduct compliance cost analysis, time and motion studies, evaluation and improvement of all the municipality's services and reengineering the same;
2. Notify the Authority of every formulation, modification and repeal of regulations, ordinances, or other related issuance;
3. Conduct post-implementation assessment and review existing regulations, ordinances, or other related issuances, undertake Regulatory Impact Assessment (RIA);
4. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify or repeal a regulation and submit to the Authority;
5. Produce a Regulatory Impact System (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
6. Refer the Authority's policy option recommendations to the appropriate decision-makers within the municipality;
7. 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);
8. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff within sixty (60) days from the end of the training;
9. Register new regulations and issuances, if applicable, within fifteen (15) days from issuance;
10. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance to the prescribed template issued by the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
11. Monitor and periodically review the office or municipality's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
12. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
13. Ensure the compliance of the municipality on the zero-contact policy in accordance with the law;
14. Ensure the compliance of the municipality's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the municipality's mandate under special law;



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15. Develop and foster a client feedback mechanism and client satisfaction measurement;
16. Report to the Authority not later than the last working day of January each year the result of the Client Satisfaction Survey for each service based on the guidelines to be issued by the Authority;
17. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback, and monitor customer satisfaction. The CART must ensure that 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 and/or acted upon within the designated period by the intended recipient within their agency;
18. Serve as an overall coordinating body for the establishment of an Electronic Business One Stop (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;
19. Coordinate with the municipality's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
20. Perform such other functions, duties, and responsibilities under RA No. 11032, its IRR, and other issuances issued by the Authority.

SECTION 3. EFFECTIVITY

This Executive Order shall take effect immediately upon approval.

Issued this 8th day of July 2025 in Moncada, Tarlac.


RAMON BENITO M. AQUINO
Municipal Mayor