



Republic of the Philippines
**DEPARTMENT OF SCIENCE AND
TECHNOLOGY**
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

11 December 2023

MEMORANDUM NO. 281-A
Series of 2023

SUBJECT: COMPOSITION OF THE COMMITTEE ON ANTI-RED TAPE

In the interest of the service, pursuant to the Implementing Rules and Regulations of Republic Act No. 11032 and in accordance with ARTA Memorandum Circular No. 2023-08, the **Committee on Anti-Red Tape (CART)** is hereby constituted for CY 2024-2025 to ensure compliance with the requirements of RA No. 11032 and its IRR and other issuances of the Anti-Red Tape Authority.

Particulars	Name	Campus
Chairperson	Lilia T. Habacon	PSHSS-OED
Vice-Chairperson	Rod Allan A. De Lara	PSHSS-OED
Members		
	Jay P. Bassig	BRC
	Edward C. Albaracin	CARC
	Romeo Madrona Jr.	CBZRC
	Fresca S. Nedic	CLC
	Gay Marie T. Madrazo	CMC
	Engr. Ramil A. Sanchez	CRC
	Harold V. Gallo	CVC
	Lorna C. Marquez	CVisC
	Ronnalee N. Orteza	IRC
	Lawrence V. Madriaga	MC
	Meriam Fallar	MRC
	Edman H. Gallamaso	SRC
	Arthess G. Castor	WVC
	Giemar D. Legaspi	SMC
	Chuchi P. Garganera	ZRC
	Leslie C. Cruto	EVC

The committee shall have the following duties and functions without additional remuneration:

- 1) Coordinate the actions, programs and activities of campus' anti-red tape sub-committee's across the system;
- 2) Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the agency/department.



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- 3) Compliance to the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS).
- 4) Adoption of the Philippine Good Regulatory Principles (PGRP), including the coordination of the orientation of employees involved in the PGRP Awards, determination of the qualifications of the agency and documentation of best practices, innovative ideas, and success stories that shall serve as bases for nomination for the PGRP Awards, formulation of internal guidelines and mechanism for nomination, submission of the nomination to ARTA containing the qualifications of the agency with collected evidence and detailed description of its best practices, innovative ideas, and success stories among others;
- 5) Conduct of effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff and submission of a status report on the activities conducted within sixty (60) days from the end of the training;
- 6) Registration and publication of new regulations and issuances to the following, within fifteen (15) days from issuance:
 - a. University of the Philippines Office of National Administrative Register (UP ONAR); and
 - b. Newspaper of general circulation for publication;
- 7) Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the agency/department.
- 8) Compliance of the agency/department on the zero-contact policy in accordance with RA 11032.
- 9) Compliance of the external and internal services of the agency/department, with prescribed processing time as mandated by R.A. 11032 of the respective mandate under special law;
- 10) Implementation of the Harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under MC No. 2022-05 and its amendment as may be applicable;
- 11) Submission to ARTA **not later than the last working day of April of each year** of the Client Satisfaction Measurement Report for each service based on the guidelines issued by ARTA.
- 12) Establishment and management of a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback, and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanism where clients may express their complaints, comments or suggestions.


LILIA T. HABACON
Executive Director

Name of Agency	Philippine Science High School System - Office of the Executive Director
Department Order	Memorandum No. 281-A
CART or SUBCART	CART

NO.	NAME	CART DESIGNATION	POSITION / DESIGNATION / TITLE	OFFICE/ DEPARTMENT/ DIVISION	EMAIL ADDRESS	CONTACT NUMBER
1	Lilia T. Habacon	Chair	Executive Director	PSHS-OED	oed@pshs.edu.ph	8 9397747
2	Rod Allan A. De Lara	Vice-Chair	Deputy Executive Director	PSHS-OED	oed@pshs.edu.ph	8 9397747
3	Jay P. Bassig	Member	Special Science Teacher V	PSHS-BRC	ocd@brc.pshs.edu.ph	871-2280 to 84
4	Edward C. Albaracin	Member	Campus Director (Director III)	PSHS-CARC	ocd@carc.pshs.edu.ph	(074) 4230126
5	Romeo Madrona Jr.	Member	Special Science Teacher V	PSHS-CBZRC	ocdsec@cbzrc.pshs.edu.ph	7246199
6	Fresca S. Nedic	Member	Supervising Administrative Officer	PSHS-CLC	fsnedic@clc.pshs.edu.ph	(045) 4990136
7	Gay Marie T. Madrazo	Member	Special Science Teacher V	PSHS-CMC	rcmadrazo@cmc.pshs.edu.ph	(063) 2217463
8	Engr. Ramil A. Sanchez	Member	Campus Director (Director III)	PSHS-CRC	ocd@crc.pshs.edu.ph	(085) 8170987
9	Harold V. Gallo	Member	Special Science Teacher V	PSHS-CVC	ocd@cvc.pshs.edu.ph	09202435155
10	Lorna C. Marquez	Member	Supervising Administrative Officer	PSHS-CVisC	ocd@cvisc.pshs.edu.ph	(032) 4851000
11	Ronnalee N. Orteza	Member	Campus Director (Director III)	PSHS-IRC	ortezarn@irc.pshs.edu.ph	(077) 6741454
12	Lawrence V. Madiaga	Member	Campus Director (Director III)	PSHS-MC	ocd@mc.pshs.edu.ph	(02) 8 9174729
13	Meriam Fallar	Member	Administrative Officer V	PSHS-MRC	pshs@mrc.pshs.edu.ph	(0939) 8172212
14	Edman H. Gallamaso	Member	Campus Director (Director III)	PSHS-SRC	ocd@src.pshs.edu.ph	(0917) 3192797
15	Arthess G. Castor	Member	Supervising Administrative Officer	PSHS-WVC	acastor@wvc.pshs.edu.ph	(033) 3295644
16	Giemar D. Legaspi	Member	Accountant II	PSHS-SMC	info@smc.pshs.edu.ph	(082) 2930002
17	Chuchi P. Garganera	Member	Campus Director (Director III)	PSHS-ZRC	pshs_zrc@zrc.pshs.edu.ph	(065) 3007012
18	Leslie C. Cruto	Member	Special Science Teacher IV	PSHS-EVC	ocd.evc@pshs.edu.ph	(053) 8880366



OFFICE ORDER NO. 23-016
Series of 2023

In the best interest of the service and pursuant to the provisions of Republic Act 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the Philippine Science High School–Ilocos Region Campus Committee on Anti-Red Tape (CART) is hereby created with the following composition:

Focal Point Person/Chairperson: Dr. Ronnalee N. Orteza, Campus Director
Vice Chairperson: Atty. Janice R. Rialubin-Tapucol, FAD Chief
Members: Dr. Mary Grace R. Navarro, SSD Chief
Ms. Michelle B. Ducusin, CID Chief
Ms. Evangeline T. Tabula, Administrative Officer V/ HRMO
Ms. Lea Marianne C. Mandac, Records Officer
Mr. Rodel Greg P. Romano, ISA II
Mr. Romulo A. Bagacina, Jr., SST III/Planning Officer

Pursuant to Section 6.2 of the above-cited MC of ARTA, the PSHS-IRC CART shall ensure that PSHS-IRC complies with the requirements of RA 11032, its IRR and subsequent issuances by the Authority, as may be applicable. This includes the following:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the agency's services, and reengineering the same;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the Authority:
 - a) Notify the Authority of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - b) Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - c) Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority;
 - d) Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - e) Refer the Authority's policy option recommendations to the appropriate decision-makers within the agency;



- f) 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).
3. 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;
4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - a) UP Office of National Administrative Register (UP ONAR), and
 - b) Official Gazette for publication
5. 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);
6. Monitor and periodically review the office or agency's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
8. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
9. 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;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. 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;
12. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, 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 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 to and/or acted upon within the designated period by the intended recipient within their agency;

13. Serve as 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;
14. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
15. 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 Order shall take effect immediately and will remain in force unless otherwise amended or revoked.

Other issuances which are inconsistent with this are hereby superseded.

This Order takes effect immediately and shall remain in force until revoked.

Issued this December 12, 2023.

RONNALEE N. ORTEZA
Campus Director/Director III