



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / Email: web@denrgov.ph

MEMORANDUM

TO : The Regional Executive Directors
DENR Regions 1-13, CAR and NCR

FROM : The Undersecretary
Legal and Administration
Chairperson, DENR's Committee on Anti-Red Tape (CART)

SUBJECT : AMENDMENT OF THE APPROVED REGIONAL SPECIAL
ORDER (RSO) ON THE CREATION OF THE COMMITTEE ON
ANTI-RED TAPE (CART)

DATE : MAY 23 2023

This refers to the issuance of Regional Special Orders (RSO) on the creation of the Committee on Anti-Red Tape (CART) in compliance with Special Order No. 2021-325 on the Creation of the DENR Central Office's CART. However, during the workshop on the Harmonization of DENR Processes and the amendment of the Department's Quality Management System Manual, some variations from the RSOs of the Regional Offices were observed. These variations include the following:

- a) Not all regions have a focal person;
- b) Not all regions indicated the name of the committee; and
- c) Not all regions assigned a principal and alternate focal person on Sub-CART, CSS, and SPICS.

In this regard, you are hereby enjoined to amend your approved RSO using the attached standard template that was created during the said workshop, to address the variations observed and to ensure that the CART in all regions are properly represented.

We would greatly appreciate receiving the revised RSO on or before **May 26, 2023**.

For consideration and compliance.

ATTY. ERNESTO D. ADOBO, JR., CESO I





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**Regional Special Order
No. 2023 _____**

**SUBJECT: AMENDMENT ON REGIONAL SPECIAL ORDER NO. _____
_____ (TITLE)**

In the interest of the service, and pursuant to Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, Joint Memorandum Circular (JMC) No. 2019-001 or the Implementing Rules and Regulations (IRR) of RA 11032, Anti-Red Tape Authority (ARTA) MC No. 2020-07 and Special Order No. 2021-325 on the Creation of the DENR Central Office's Committee on Anti-Red Tape (CART), the DENR (Region) CART is hereby amended to be composed of the following:

I. DENR (Region) CART

| Chairperson | |
|--|-----------------------------------|
| Name | Juan Dela Cruz |
| Position / Designation | ARD for Management Service |
| Vice-Chairperson | |
| Name | |
| Position / Designation | |
| Members (Preferably from Planning, Administrative, Finance, LPDD) | |
| Name | |
| Position / Designation | |
| Office | |
| Name | |
| Position / Designation | |
| Office | |
| Name | |
| Position / Designation | |
| Office | |

II. DENR Focal Person on CART

| PRINCIPAL | ALTERNATE |
|--|----------------------------------|
| Juan Dela Cruz Administrative Officer Management Division-FMS | Name: Designation: Office: |

III. Focal Person on Sub-CART

| SUB-CART | PRINCIPAL | ALTERNATE |
|--------------------------|----------------------------------|----------------------------------|
| Citizen's Charter | Name: Designation: Office: | Name: Designation: Office: |
| SPICS | Name: Designation: Office: | Name: Designation: Office: |
| CSS | Name: Designation: Office: | Name: Designation: Office: |

IV. Secretariat on CART and Sub-CART

| | |
|---|--|
| Head Secretariat (from Planning and Management Division) | |
| Name | |
| Position / Designation | |
| Members | |
| Name | |
| Position / Designation | |
| Office | |
| | |

The Secretariat on CART and Sub-CART shall perform the following tasks:

1. Provide overall logistical and administrative support and ensure management of personnel;
2. Prepare minutes of meetings and proceedings on consultations;
3. Monitor compliance of all offices concerned for updating and timely reporting; and
4. Take custody of records and other relevant documents.

Further, in the interest of efficient delivery of service and holistic approach, the Focal Persons are enjoined to coordinate with the QMS Team in the performance of their respective tasks and implementation of their activities.

This Order takes effect immediately.

Regional Executive Director



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SPECIAL ORDER
No. 2021 - 325

JUN 16 2021

**SUBJECT: CREATION OF THE DENR's COMMITTEE ON ANTI-RED TAPE
(CART)**

In the interest of the service, and pursuant to Republic Act (RA) 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, Joint Memorandum Circular (JMC) No. 2019-001 or the Implementing Rules and Regulations (IRR) of RA 11032, and Anti-Red Tape Authority (ARTA) MC No. 2020-07¹, the DENR's Committee on Anti-Red Tape (CART) is hereby created to be composed of the following:

I. DENR's Committee on Anti-Red Tape (CART)

| | Name | Designation/Office |
|--------------------|------------------------------|--|
| Chairperson | Atty. Ernesto D. Adobo, Jr. | Undersecretary for Legal, Administration, Human Resources and Legislative Affairs |
| Co-Chair | Atty. Juan Miguel T. Cuna | Undersecretary for Field Operations and Environment |
| Vice-Chair | Marcial C. Amaro, Jr. | Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects |
| Members | Atty. Daniel Darius M. Nicer | Assistant Secretary for Enforcement |
| | Ruth M. Tawantawan | Assistant Secretary for Administration and Human Resources |
| | Nonita S. Caguioa | Assistant Secretary for Finance, Information Systems and Mining Concerns |
| | Gilbert C. Gonzales | Assistant Secretary for Field Operations-Luzon |
| | Joselin Marcus E. Fragada | Assistant Secretary for Field Operations-Visayas |
| | Joan A. Lagunda | Assistant Secretary for Field Operations-Mindanao and Legislative Affairs |

The DENR's CART shall perform the tasks provided under Item 6.2 of ARTA MC No. 2020-07. To address the numerous topics or concerns under RA 11032 and its IRR, as

¹ Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in compliance with Republic Act No. 11032

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well as ensure the performance of its functions, duties and responsibilities, a Sub-Committee on Anti-Red Tape (Sub-CART) shall be created.

II. Regional, Bureau, and Attached Agencies CART

In order to strengthen the coordination with the DENR's CART on the implementation of RA 11032 and its IRR as well as ARTA MC 2020-07, all Regional Offices, Bureaus, and Attached Agencies shall create their respective CART to be composed of at least (5) five members, including the Chair and Vice Chair.

On the part of the Regional Offices, the "preferred" members are representatives from the Planning, Administrative, Finance, and Land Patents and Deeds Divisions. They shall also designate their principal and alternate Focal Persons for Regional CART to ensure the monitoring and implementation of regional activities on 1) Citizen's Charter, 2) Streamlining and Process Improvement for Critical Services (SPICS), and 3) Client Satisfaction Survey (CSS).

All Regional Offices, Bureaus, and Attached Agencies shall submit to this Office, through the Chairperson of DENR's CART the composition of their CART, as well as names of the principal and alternate Focal Persons for the Regional CART within fifteen (15) days from issuance of this Special Order (SO).

III. Secretariat

The Management Division of the DENR Central Office shall serve as the Secretariat of the DENR's CART and Sub-CART. They shall perform the following tasks:

1. Provide overall logistical and administrative support and ensure management of personnel;
2. Prepare minutes of meetings and proceedings on consultations;
3. Monitor compliance of all offices concerned for updating and timely reporting; and
4. Take custody of records and other relevant documents.

Expenses to be incurred by the DENR's CART shall be charged against the DENR Central Office funds. Likewise, expenses to be incurred by the Regional, Bureau, and Attached Agencies CARTs, as well as principal and alternate Focal Persons for the Regional CART shall be charged against their respective Offices, subject to the usual accounting and auditing rules and regulations.

All previous issuances inconsistent with this Order, such as SO Nos. 2019-419² and 2020-09³ are hereby repealed accordingly.

This Order shall take effect immediately.


ROY A. CIMATU
Secretary



² Reconstitution of the DENR's Citizen's Charter Team

³ Addendum to Special Order 2019-419 on the Reconstitution of the DENR's Citizen's Charter Team



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