



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](mailto:web@denrgov.ph)

## MEMORANDUM

**TO :** The Directors

- Forest Management Bureau (FMB)
- Land Management Bureau (LMB)
- Biodiversity Management Bureau (BMB)
- Ecosystems Research and Development Bureau (ERDB)
- Environmental Management Bureau (EMB)
- Mines and Geosciences Bureau (MGB)

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

**SUBJECT :** **AMENDMENT OF THE BUREAU SPECIAL ORDER (BSO) ON  
THE CREATION OF THE COMMITTEE ON ANTI-RED TAPE  
(CART)**

**DATE :** AUG 17 2023

This refers to the Special Order on the Creation of the Committee on Anti-Red Tape (CART) issued in compliance with Special Order No. 2021-325 dated June 16, 2021. Together with the Central Office, Regional Offices and Attached Agencies, all Bureaus are mandated to create the CART composed of at least five (5) members including the Chair and Vice Chair.

In view of the Harmonization of DENR Processes and the Amendment of the Department's Quality Management System (QMS) Manual, a workshop was held on April 10-12, 2023, where the following issues were observed:

- a) Focal Persons were not indicated in the Special Orders;
- b) Not all offices indicated the name of the committee; and
- c) Not all offices assigned a principal and alternate focal person on Sub-CARTs, Client Satisfaction Survey (CSS), and SPICS.

To address the said issues and ensure that all Bureau CARTs are properly represented, you are hereby enjoined to amend the issued Special Orders on the Creation of CART and Sub-CARTs using the attached standard template that was created during the said workshop.

You may submit your revised BSO to [fms.mgt@denr.gov.ph](mailto:fms.mgt@denr.gov.ph) on or before August 31, 2023.

For strict compliance.

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



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**Bureau Special Order**  
**No. 2023\_\_\_\_\_**

**SUBJECT: AMENDMENT ON BUREAU SPECIAL ORDER NO. \_\_\_\_\_**  
**\_\_\_\_\_ (TITLE)**

In the interest of the service pursuant to Republic Act 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, and Anti-Red Tape Authority (ARTA) MC No. 2020-07 and Special Order No. 2021-325 on the Creation of the DENR Central Office's CART, the DENR (Bureau) CART is hereby amended to be composed of the following:

**I. DENR (Bureau) Committee on Anti-Red Tape (CART)**

<b>Chairperson</b>	
Name	<b>Juan Dela Cruz</b>
Position / Designation	Assistant Bureau Director
<b>Vice-Chairperson</b>	
Name	
Position / Designation	
<b>Members (Preferably from Planning, Administrative, Finance)</b>	
Name	
Position / Designation	
Office	
Name	
Position / Designation	
Office	
Name	
Position / Designation	
Office	

**II. DENR Focal Person on CART**

<b>PRINCIPAL</b>	<b>ALTERNATE</b>
<b>Juan Dela Cruz</b> Administrative Officer Management Division-FMS	Name: Designation: Office:

**III. Focal Person on Sub-CART**

SUB-CART	PRINCIPAL	ALTERNATE
<b>Citizen's Charter</b>	Name: Designation: Office:	Name: Designation: Office:
<b>SPICS</b>	Name: Designation: Office:	Name: Designation: Office:
<b>CSS</b>	Name: Designation: Office:	Name: Designation: Office:

**IV. Secretariat on CART and Sub-CART**

<b>Head Secretariat</b> (from Planning and Management Division)	
Name	
Position / Designation	
<b>Members</b>	
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 a 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.

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Bureau Director