



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



BAGONG PILIPINAS

MEMORANDUM

FOR/TO : **All Heads/Co-Heads**
Sub-Committee on Anti-Red Tape (Sub-CART)
▪ Regulatory Impact Assessment (RIA)
▪ Citizen's Charter (CC)
▪ Customer Feedback Mechanism and Measurement and Public Assistance
▪ National Effort for the Harmonization of Efficient Measures Interrelated Agencies (NEHEMIA)

Head, CART Secretariat

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

SUBJECT : **SUBMISSION OF COMPLIANCES UNDER R.A. 11032, OR THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018, AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)**

DATE : **MAR 15 2024**

This refers to the attached copy of the Anti-Red Tape Authority (ARTA) Advisory No. 19, series of 2024, "Reiteration on the Deadline of Submission of the Compliances Under R.A. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and Its Implementing Rules and Regulations (IRR)".

The said Advisory is being issued to:

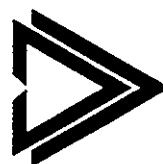
1. reiterate the deadline for submission of compliance;
2. provide the proper channel for electronic submission of listed compliances; and
3. inform that submitting hard copies is not required and is discouraged.

In this regard, you are directed to ensure our Agency's compliance with the different requirements under the R.A. 11032.

For information and guidance.


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

MEMO NO.-2024-259



ADVISORY NO. 019
SERIES OF 2024

FOR : ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

SUBJECT : REITERATION ON THE DEADLINE OF SUBMISSION OF THE COMPLIANCES UNDER R.A. 11032, OR THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018, AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)

DATE : 07 February 2024

The Anti-Red Tape Authority is mandated under Section 17 of the Republic Act No. 11032, or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, to implement and oversee a national policy on anti-red tape and to monitor and evaluate the compliance of agencies covered by the Act. In pursuit of this mandate, ARTA released a series of Memorandum Circulars to set forth the guidelines for complying with the requirements of the law and its Implementing Rules and Regulations (IRR).

This advisory is being issued to underscore the manner and schedule of submission of the following compliances with the Authority:

NO	COMPLIANCE	FREQUENCY OF SUBMISSION	TIMELINE OF SUBMISSION	MANNER OF SUBMISSION
1	Annual Regulatory Plan (ARP)	Annual submission	Submit on or before 07 March 2024	Submit their respective ARPs in text-readable/searchable PDF format via electronic mail at ria@arta.gov.ph , with the subject line [Annual Regulatory Plan]_Agency Name_ 2024 .
2	Citizen's Charter (CC) and Certificate of Compliance (CoC)	CoC – Annual submission CC – At any time that updates and/or revisions are incorporated	Without revisions in the CC – Submit the CoC for F.Y. 2024 on or before 31 March 2024 using this template: http://tinyurl.com/2024CoCTemplate With revisions in the CC – Submit the updated CC and the CoC for F.Y. 2024 on	Submit the CC and/or CoC in text-searchable pdf format through the following links: For Government-Owned or Controlled Corporations (GOCCs) https://tinyurl.com/GOCC2024CCandCOC For Hospitals: http://tinyurl.com/2024CCandCoCHospitals

SMARTER INITIATIVES. BETTER PHILIPPINES.



NO	COMPLIANCE	FREQUENCY OF SUBMISSION	TIMELINE OF SUBMISSION	MANNER OF SUBMISSION
			<p>or before 31 March 2024 using this template: http://tinyurl.com/2024CoCTemplate</p> <p><i>Note: All updated CC that will be submitted to the Authority should have a corresponding CoC, affirming the implementation of the revised CC.</i></p>	<p>For Local Government Units (LGUs): https://bit.ly/2024-LGUCitizensCharterSubmission</p> <p>For National Government Agencies (NGAs) http://tinyurl.com/NGA2024CCandCoC</p> <p>For State Universities and Colleges (SUCs): http://tinyurl.com/2024CCandCoCSUCs</p> <p>For Water Districts: http://tinyurl.com/LWD2024CCandCoC</p>
3	Client Satisfaction Measurement Report (CSMR)	Annual submission	<p>For submissions covering the results of F.Y. 2023:</p> <p>- For GOCCs under the GCG: on or before 15 April 2024</p> <p>- Other agencies: on or before the last working day of April 2024</p> <p><i>Note: The same deadline applies for CSMR submissions as one of the new agency accountabilities for PBB F.Y. 2023.</i></p>	<p>Submit the CSMR in .pdf format through this link: https://tinyurl.com/CSMRsubmissions</p>
4	Committee on Anti-Red Tape (CART)	<ul style="list-style-type: none"> - One-time submission - Resubmission shall be made in case of changes in the composition of members and the directory. 	<p>The submission of the Office Order and CART Directory has been extended until 15 February 2024.</p> <p><i>Note: The indicated date also applies with CART submissions under the new agency accountabilities for PBB F.Y. 2023.</i></p>	<p>Submit the Office Order and CART Directory through the following links:</p> <p>For LGUs: https://bit.ly/CARTSubmissionLGU</p> <p>For other agencies: https://bit.ly/CARTSubmission</p>

NO	COMPLIANCE	FREQUENCY OF SUBMISSION	TIMELINE OF SUBMISSION	MANNER OF SUBMISSION
		<i>Note: All agencies must submit their new CART Order and Directory in compliance with ARTA M.C. 2023-08 regardless of previous submissions under ARTA M.C. 2020-007.</i>		
5	Initial Whole of Government (WOG) Reengineering Plan	One-time submission		Submit through this link: https://tinyurl.com/WOGReengineeringReport
6	Electronic-Business One Stop Shop (E-BOSS)	One-time submission	See relevant advisory on E-BOSS	For compliance of LGUs only. The eBOSS Compliance Checklist shall have a separate Advisory, for reference of all cities and municipalities
7	Zero Backlog Report (ZBP)	Zero Backlog Program (Annex A): - One time submission - Resubmission shall be made in case of revision.	Original deadline: 29 April 2022 Note: Agencies that have not yet submitted the Zero Backlog Program are strongly urged to submit it to the Authority.	Submit Annex A through this link: https://tinyurl.com/ZeroBacklogProgram
		Backlog Report (Annex B) or Zero Backlog Certificate (Annex C): Annual submission	Submit on or before 07 March 2024 Note: The data coverage for the 2024 compliance should be from January 01, 2023 to December 31, 2023.	Submit Annex B or Annex C through this link: https://tinyurl.com/ZeroBacklogProgram

Moreover, agencies are reminded that compliance with the above-cited requirements forms part of the agency's score in the Report Card Survey 2.0.

With regard to the compliance with the requirements of the F.Y.2023 Performance-Based Bonus (PBB), specifically on the agency accountabilities CART and CSMR, only submissions received on or before the specified deadlines will be considered for purposes of eligibility, unless

otherwise another deadline will be set by the AO 25 IATF. This is consistent with the guidelines provided in the AO 25 IATF Memorandum Circular No. 2023-01 or the *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023 under the Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016.*

All relevant ARTA issuances may be accessed through our website, www.arta.gov.ph.

For queries and concerns regarding the compliance, you may reach our office through compliance@arta.gov.ph.

For information and compliance.

Recommending Approval:


UNDERSECRETARY GERALD G. DIVINAGRACIA
Deputy Director General for Operations

Approved:


SECRETARY ERNESTO V. PEREZ
Director General

Annex A: Compliances with R.A. 11032 and the corresponding ARTA Memorandum Circulars

No.	Compliances	Relevant ARTA Memorandum Circulars
1	Annual Regulatory Plan	<p>1. ARTA Memorandum Circular No. 2022-06 or the issuance <i>Establishing the National Policy on Regulatory Management System (NPRMS)</i></p> <p>2. Advisory No. 015, series of 2024 or the <i>Submission of the Annual Regulatory Plan (ARP) under ARTA Memorandum Circular (MC) No. 2022-06, which Establishes the National Policy on Regulatory Management System (NPRMS)</i></p>
2	Citizen's Charter (CC) and Certificate of Compliance (CoC)	<p>1. ARTA Memorandum Circular No. 2019-002 or the <i>Guidelines on The Implementation of the Citizen's Charter in Compliance with RA No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," its IRR, and its Supplemental or ARTA Memorandum Circular No. 2019-002-A Series of 2019</i></p> <p>2. ARTA Memorandum Circular No. 2019-002 A or the <i>Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 Series of 2019</i></p>
3	Client Satisfaction Measurement Report (CSMR)	<p>1. ARTA Memorandum Circular No. 2022-05 or the <i>Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement Report</i></p> <p>2. ARTA Memorandum Circular No. 2023-05 or the <i>Amendment to ARTA Memorandum Circular No. 2022-05</i></p> <p>3. Joint Memorandum Circular No. 1, series of 2023 or the <i>Supplemental Guidelines to the ARTA Memorandum Circular No. 2022-05, or the Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement, Specific for GOCCs Covered by Republic Act No. 10149</i></p>
4	Committee on Anti-Red Tape (CART)	<p>1. ARTA Memorandum Circular No. 2023-08 or the <i>Amendment on Certain Provisions of Anti-Red Tape Authority Memorandum Circular No. 2020-07 Dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)</i></p>

		2. ARTA Memorandum Circular No. 2024-01 or the <i>Amendment to Memorandum Circular No. 2023-08, Thereby Extending the Deadline for Submission of the Committee on Anti-Red Tape (CART) Office Order and Directory</i>
5	Electronic-Business One Stop Shop (E-BOSS)	1. For LGUs only; ARTA Memorandum Circular 2021-05, or the Reporting Mechanism on the Compliance to the Automation Requirements of Section 11 (c) of R.A 11032
6	Initial Whole of Government (WOG) Reengineering Plan	1. ARTA Memorandum Circular No. 2021-09, or the <i>Issuance of the Whole-of-Government Reengineering Manual</i>
7	Zero Backlog Report (ZBP)	1. ARTA Memorandum Circular 2022-02 entitled, <i>Reiterating the Provisions of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or R.A. 11032 on Automatic Approval or Automatic Extension for Pending Applications or Requests of Agencies Beyond the Prescribed Processing Time and for the Submission of Zero Backlog Report</i>