



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



**NOTICE OF MEETING**

**FOR/TO:** : **The Undersecretary**  
Organizational Transformation and Human Resources; and  
Co-Chair DENR's Committee on Anti-Red Tape (CART)

**The Undersecretary**  
Field Operations - Luzon, Visayas and Supervising  
Undersecretary for Mines and Geosciences Bureau (MGB)-  
Luzon and Visayas, Environmental Management Bureau  
(EMB)-Luzon and Visayas; and  
Vice-Chair, DENR's CART

**The Undersecretary**  
Field Operations - Mindanao and Supervising  
Undersecretary for MGB-Mindanao, EMB-Mindanao; and  
Co-Vice Chair, DENR's CART

**The Undersecretary**  
Integrated Environmental Science

**The Undersecretary**  
Special Concerns and Legislative Affairs

**Head or Representatives:**  
Sub-CART on Policy and Regulation - Regulatory Impact  
Assessment (RIA)  
Sub-CART on Citizen's Charter (CC) and Compliance  
Monitoring  
Sub-CART on Streamlining and Process Improvement of  
Critical Services (SPICS) in the DENR  
Sub-CART on Customer Feedback Mechanism and  
Measurement and Public Assistance  
Sub-CART on Information System Integration-Philippines  
Business Regulations Information System (PBRIS), and Anti  
Red Tape Electronic Management Information System  
(ARTEMIS)  
Sub-CART on National Effort for the Harmonization of  
Efficient Measures of Interrelated Agencies (NEHEMIA),  
Energy Virtual one Shared System (EVOSS), and TradeNet  
Online Platform (TradeNet)  
DENR's CART Secretariat

**MEMO NO. 2024 - 799**

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
[www.denr.gov.ph](http://www.denr.gov.ph)

**FROM** : **The Undersecretary**  
Legal and Administration; and  
Chairperson, DENR's CART

**DATE/TIME:** 11 September 2024 (Wednesday); 1:00 PM onwards

**VENUE** : 6<sup>th</sup> floor Conference Room,  
Office of the Undersecretary, Legal and Administration

**AGENDA** : 1. Briefer/Budget Hearing Preparations for ARTA-related  
matters;  
2. Updates on DENR CART and Sub-CARTs; and  
3. Other Matters

Your attendance is highly enjoined.

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



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OCT 19 2021

**SPECIAL ORDER**

No. 2021 - 551

**SUBJECT : CREATION OF THE DENR CENTRAL OFFICE'S SUB-COMMITTEES ON ANTI-RED TAPE (SUB-CARTs)**

In the interest of the service, and pursuant to Republic Act (RA) No. 11032, otherwise known as the "*Ease of Doing Business and Efficient Delivery of Government Service Act of 2018*", Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-071, and DENR Special Order (SO) No. 2021-325, the DENR Central Office's Sub-Committees on Anti-Red Tape (Sub-CARTs) are hereby created and shall be composed of the following:

**I. Policy and Regulation- Regulatory Impact Assessment (RIA)**

	Name	Office
<b>Head</b>	The Director	Policy and Planning Service (PPS)
<b>Assistant Head</b>	The Chief	Policy Studies Division - PPS
	Representative	Program Monitoring and Evaluation Division - PPS
		Planning and Programming Division - PPS
		Management Division - FMS
		Records Management Division - AS

**II. Citizen's Charter (CC) Compliance and Monitoring**

	Name	Office
<b>Head</b>	The Director	Legal Affairs Service (LAS)
<b>Assistant Head</b>	The Chief	Internal Affairs Division - LAS
<b>Members</b>	The Chief	Management Audit Division - IAS
		Management Division -FMS
	Representative	Internal Affairs Division - LAS - Quality Management System

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

**III. Streamlining and Process Improvement of Critical Services (SPICS) in the DENR**

	<b>Name</b>	<b>Office</b>
<b>Head</b>	The Director	Internal Audit Service (IAS)
<b>Co-Head</b>	The Director	Financial and Management Service (FMS)
<b>Assistant Head</b>	The Chief	Management Audit Division - IAS
<b>Co-Assistant Head</b>	The Chief	Management Division -FMS
<b>Members</b>	The Chief	Program Monitoring and Evaluation Division - PPS
		Statistics and Data Resource Management Division - KISS
		Information Systems Division - KISS
		Internal Affairs Division - LAS
		Accounting Division - FMS
		Budget Division - FMS
		Public Information Division - SCIS
		Project Monitoring and Evaluation Division - FASPS
		Records Management Division -AS
		Procurement Section-PSMD-AS and Head of BAC Secretariat
	Representative	Office of the Undersecretary for Field Operations and Environment
	Land Management Bureau	
	Forest Management Bureau	

**IV. Customer Feedback Mechanism and Measurement and Public Assistance**

	<b>Name</b>	<b>Office</b>
<b>Head</b>	The Director	Strategic Communication and Initiatives Service (SCIS)
<b>Assistant Head</b>	The Chief	Statistics and Data Resource Management Division - KISS
<b>Members</b>	The Head	DENR Action Center/Hotline
	The Chief	Stakeholders Management and Conflict Resolution Division - SCIS
		Public Information Division - SCIS
		Program Monitoring and Evaluation Division - PPS
		Internal Affairs Division - LAS

**V. Information Systems Integration- Philippine Business Regulations Information System (PBRIS), and Anti-Red Tape Electronic Management Information System (ARTEMIS)**

	<b>Name</b>	<b>Office</b>
<b>Head</b>	The Director	Knowledge and Information Systems Service (KISS)
<b>Assistant Head</b>	The Chief	Information Systems Division - KISS
<b>Members</b>	The Chief	Network Infrastructure Management Division - KISS
		Statistics and Data Resource Management Division - KISS
		Management Division - FMS
	Representative	Policy Studies Division - PPS

**VI. Project National Effort for the Harmonization of Efficient Measures of Interrelated Agencies (NEHEMIA), Energy Virtual One Shared System (EVOSS), and TradeNet Online Platform (TradeNet)**

	<b>Name</b>	<b>Office</b>
<b>Head</b>	Director and Chief of Staff	Office of the USEC for Field Operations and Environment
<b>Assistant Head</b>	The Director	Office of the ASEC for Field Operations - Mindanao and Legislative Affairs
<b>Members</b>	Representative	<ul style="list-style-type: none"> <li>- Office of the Asec for Field Operations for Luzon</li> <li>- Office of the Asec for Field Operations for Visayas</li> <li>- Office of the Asec for Field Operations for Mindanao</li> <li>- Policy Studies Division - PPS</li> </ul>

On the mandatory TradeNet Online Platform (TradeNet) Onboarding for the Trade Regulatory Government Agencies (TRGAs) pursuant to ARTA MC 2021-01, the Office of the Undersecretary for Field Operations and Environment shall immediately refer to the Regional CART and/or Bureau CART concerned any issue or concern on TradeNet pursuant to the Memorandum dated 31 May 2021 of the Undersecretary for Field Operations and Environment to all Regional Executive Directors.

The Sub-CART concerned shall tap the services of any personnel in the Bureau/Bureau CART, Regional Office/Regional Office CART, and Attached Agency/Attached Agency CART concerned, as the case may be, and the latter, in assisting the former, shall sit as representatives to any of the above Sub-CART in line with Item II of SO No. 2021-325 on the creation of the DENR's Committee on Anti-Red Tape (CART) and strengthening of coordination between such CART and the Bureau, Regional, and Attached Agency CART. It shall also conduct trainings to capacitate all


offices and personnel concerned in coordination with the Training and Development Division (TDD), Human Resource Development Service (HRDS).

Any document that will be submitted by the Sub-CART concerned to the DENR's CART for the signature of the Chair, or in his absence, the Co-Chair or Vice-Chair, shall be coursed through the Management Division which will serve as the CART Secretariat and official repository of all documents, records, and communications relative to the implementation of RA 11032 and issuances of the ARTA. By reason of urgency and expediency, the Sub-CART concerned shall furnish the CART Secretariat a copy of the document submitted or that may be submitted to the appropriate office or government agency, such as but not limited to the ARTA, and Inter Agency Task Force (IATF) under Administrative Order (AO) No. 25 on matters relevant to the implementation of RA 11032.

Expenses to be incurred by the DENR Central Office's Sub-CARTs shall be charged against the DENR Central Office funds, subject to the usual accounting and auditing rules and regulations.

All previous issuances inconsistent with this Order are hereby repealed accordingly.

This Order shall take effect immediately.

  
ATTY. ERNESTO D. ADOBO, JR., CESO I  
Undersecretary  
Legal, Administration,  
Human Resources, and Legislative Affairs

