

OFFICE ORDER

No. 11b – 2021

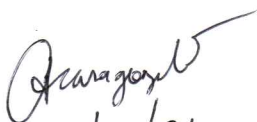
DATE : June 28, 2021

TO : CART Secretariat

For the best interest of the service and in addition to their regular duties, the undermentioned will be directed to act as members of the Secretariat of the Committee on Anti-Red Tape (CART) of Amadeo Water District and are tasked to perform the following functions, duties and responsibilities:

	NAME	CONTACT NO.	EMAIL ADDRESS
Secretariat	Kristel Mae C. Ambat	0917-5128360	ystel_07@yahoo.com
	Cara Angelica M. Gonzales	0915-4894475	gonzalescaraangelica@yahoo.com

1. Notify the Anti-Red Tape Authority (ARTA) of every formulation, modification and repeal of regulations, ordinances or other related issuances.
2. 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
3. Submit the updated Citizen's Charter to the Authority to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
4. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
5. 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;
6. Coordinate with the agency's communications/public relations office the dissemination of ARTA Information, Education, and Communication materials for public consumption;
7. Prepare other reports and/or documentary requirements, if any, to be submitted to the ARTA within the prescribed period.


06/29/21


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8. Serve as Secretary to the CART and as such they shall:
- (a) Notify members of the meetings;
 - (b) Prepare minutes of the meeting; and
 - (c) Prepare reports and/or documentation of the activities of the Committee including the recommendations made thereof;
 - (d) Performs other tasks to be assigned by the CART.

This Office Order takes effect immediately and shall remain effective until revoked or amended.

Compliance is hereby enjoined.



NILO C. DELA PEÑA
General Manager

Cc: Admin/HR Section