

OFFICE OF THE MUNICIPAL MAYOR

Email Address: kitaotaolqu@gmail.com MMD Hotline #: 088-314-8549

35 BARANGAY'S OF KITAOTAO

1. Balangiqay
2. Balocbocan
3. Bershiba
4. Binoonqan
5. Bobong
6. Bolocaon
7. Cabalantian
8. Calapaton
9. Diqonqan
10. East Daluronq
11. Kahusayan
12. Kalumihan
13. Kauyonan
14. Kimolonq
15. Kipilas
16. Kitaihon
17. Kitobo
18. Kiulom
19. Loreqa
20. Maqsaysay
21. Malobalo
22. Metebaqaqo
23. Paqan
24. Panganan
25. Poblacion
26. Saqundanon
27. San Isidro
28. San Lorenzo
29. Sinaysayan
30. Sinuda
31. Sto. Rosario
32. Tandonq
33. Tawas
34. West Daluronq
35. White Kulaman

Vision

"Kitaotao, a peaceful tourist destination of Southern Bukidnon, ideal place for investment with sustainable and advanced agri-industry, balanced ecology, home of empowered and resilient people who takes pride of its heritage within the paradigm of responsible governance".

Mission

The promotion of the general welfare of the people is the concern and duty of the Municipal Government shall work for the effective implementation of the Local Government Code to effectively conserve, regenerate, utilize potential natural resources, increase investment and employment opportunities, increase agricultural productivity and improve delivery of basic services.

EXECUTIVE ORDER NO. 11 Series of 2024

AN ORDER RE-ORGANIZING THE COMMITTEE ON ANTI-RED TAPE (CART) IN THE MUNICIPALITY OF KITAOTAO, DEFINING THEREIN THE COMPOSITION AND THE CORRESPONDING FUNCTIONS AND RESPONSIBILITIES.

WHEREAS, Pursuant to RA No. 11032 section 5, all offices and agencies which provide government services are mandated to regularly undertake cost compliance appliance analysis, time and motion studies, undergo evaluation and improvement of their transaction system and procedures and re-engineer the same if deemed necessary to reduce bureaucratic red tape and processing time;

WHEREAS, Section 8 of the said law states that "The head of the office or agency shall be held accountable to the public in rendering fast, efficient, convenient and reliable service. All transactions and processes are deemed to have been made with the permission or clearance from the highest authority having jurisdiction over the government office of agency concerned".

WHEREAS, in the interest of the service, and pursuant to Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations (IRR) to uphold the governing principles and promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government Services and prevention of the graft and corruption in the agency.

NOW THEREFORE, I, **EDWIN P. ABUCAYAN**, Municipal Mayor, Kitaotao, Bukidnon, by virtue of the power vested in me by law, do hereby create the Municipal Committee on Anti-Red Tape in Kitaotao, Bukidnon, to wit:

SECTION 1. COMPOSITION. The Committee shall be composed of the following;

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|-------------------|--|--|
| Chairperson: | MR. ROEL H. MOLO | Municipal Assessor |
| Vice-Chairperson: | MS. HONORATA P. SULANG | MGDH I/HRMO |
| Members: | HON. MARY ANN G. ANGIT HON. COSME M. LAMBAYON HON. MONTE A. GAWILAN HON. JEFREL P. OPLE | Municipal Vice Mayor IPMR LnB President SK Fed. President |

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| | |
|------------------------------|----------------------------|
| MS. VIOLETA B. CAINOY | Mun. Treasurer |
| MR. RODITO B. RAFISURA | Mun. Administrator |
| MR. WENNIE S. ANGIT | MPDC |
| MR. RAUL S. IGTOS | Ass't. Mun. Treasurer/BPLO |
| ENGR. ROSEMARIE A. PADERANGA | MEO |
| DR. RAMONA B. SANTIAGO | MHO |
| ENGR. JULIEMERY C. MORALES | PDO IV/MENRO |

SECTION 2. COMPOSITION OF SECRETARIAT.

In order to ease the formulation of workplans including the implementation of various regulations, ordinances and other related issuances, the Secretariat is hereby organized to be composed of the following:

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|----------------------|-------------------------------|--------------------|
| Head of Secretariat: | MS. RACHEL E. GALDO | LAOO I |
| Member: | MS. CHARIZA JANE A. EXCHAURE | PDO I |
| | MR. JAYSON REI D. MONLEON | HRMA |
| | MR. ALDEN N. CLARIN | AA, MTO |
| | MR. JOHNMARK L. HERBITO | AA, MASSO |
| | MR. JOMARI CAIÑA | AA, MASSO |
| | MR. RICKY RODRIGUEZ | AA, MASSO |
| | MS. JOEH R. DALURA | AA I, MMO |
| | MS. JESSELLE M. CAÑALISO | AA I, MMO |
| | MS. REDJANE GRACE A. RIVERA | AA I, SBO |
| | MS. KIM HONEY L. HIAGONIA | AA, MACCO |
| | MS. HYFZYVAH D. LOBITAÑA | MBO I, MBO |
| | MR. ENRIQUE ALINAS | AA, MEO |
| | MR. CHARLES LESTER G. RENACIA | RCC II, MTO |
| | MS. QUENNIE GRACE M. ABRAHAN | LDRRMO II, MDRRMO |
| | MR. MARC BEN JANN A. LABUCA | AA, MHO |
| | MS. ANNA MAE C. MINO-PARAN | AT, MAO |
| | MS. JEROM K. CADET | RO I, MCRO |
| | MS. MARIEL M. EFREN | AA, MGSO |
| | MS. XYZA ARA P. FELIPE | AA, TOURISM OFFICE |
| | MS. GRETCHEN J. CUBELO | AA, MSWDO |
| | MS. LORY ANN R. JIMENEZ | AA, MENRO |

SECTION 3. FUNCTIONS AND RESPONSIBILITIES.

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all agency's services, and re-engineering the same;


2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by ARTA shall act on the following:
 - 2.1 Notify ARTA of every formulation, modification, and repeal of regulations, ordinances or other related issuances;
 - 2.2 Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - 2.3 Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to the Authority (ARTA);
 - 2.4 Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to ARTA for review and assessment;
 - 2.5 Refer the Authority policy option recommendations to the appropriate decision-makers within the agency; and
 - 2.6 Submit inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).
3. Ensure effective knowledge transfer, or information dissemination among office employees on RATA - related trainings, briefings, or such related matters obtained by office staff within sixty (60) days from the end of the training;
4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - 4.1 UP Office of the National Administrative Register (UP ONAR); and
 - 4.2 Official Gazette for publication.
5. Set up the most current and updated services standards and indicate in the Citizen's Charter in accordance to the prescribed template issued by the ARTA, and submit the same ARTA to populate Anti-Red Tape Electronic Management Information System (ARTEMIS);
6. Monitor and periodically review this agency's Citizens Charter, specifically; Procedures/steps, time, documentary requirements, and fees;
7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of the year;

8. Ensure the compliance of the agency on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the agency's external and internal services with the prescribed processing time as mandated by RA No. 11032 or the agency's mandate under special law;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. Report to ARTA not later than last working day of January of each year the results of the Clients Satisfaction Survey for each service based on the guidelines to be issued by ARTA;
12. Establish and manage a Public Assistance Complaints Desk of ARTA Helpdesk to effectively receive complaints, feedback and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communication technology, or other mechanism where clients may adequately express their complaints comments, or suggestions. The CART must ensure that complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of ARTA are acknowledged, received, responded, to and/or acted upon by the agency within the designated period by the intended recipient;
13. Serve as overall coordinating body for the establishment of an Electronic Business one Stop Shop (e-BOSS) in compliance with the mandate under R.A. No. 11032, its IRR, and other issuances by ARTA. The CART must facilitate and assist various departments and offices involved during the development and implementation of e-BOSS, including logistical and personnel requirements, security of the system, development, development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;
14. Coordinate with the agency's communications'/public relations office the dissemination of ARTA Information, education, and Communication materials for public consumption; and
15. In order to ascertain that Ease of Doing Business and Efficient Government Service Delivery has reached the barangay governance, all Barangay Council shall name and put a regular desk, a Barangay Focal Person for Anti-Red Tape.

16. Perform such other functions, duties and responsibilities under RA 11032 (amending RA No. 9485), it's IRR and other issuances issued by ARTA.

SECTION 4. EFFECTIVITY. This order shall take effect immediately.

Done this 11th day of March, 2024 at the Municipality of Kitaotao, Province of Bukidnon.


EDWIN P. ABUCAYAN
Municipal Mayor

Cc: HON. ROGELIONEIL P. ROQUE
Governor
Province of Bukidnon
Sangguniang Panlalawigan
File

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| Members | HON. MARY ANN H. ANGIT HON. EDGAR M. DAMAYON HON. MARTELA GAWILAN HON. JEPHEL P. OPLE | Municipal Vice Mayor IPMR LMS President EX-Pod. President |

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