



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



29 June 2020

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CUSTOMS MEMORANDUM CIRCULAR
NO. 162-2020

To: All Deputy Commissioners
The Assistant Commissioner
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: ARTA MCs/Compliance Report/Submission of Citizen's Charter

Attached are the following Memorandum Circulars issued by the Anti-Red Tape Authority, Office of the President:

MC No.	Date Issued	Title
2020-03-A	11 June 2020	Amendment to Memorandum Circular No. 2020-03 Dated 20 March 2020 Re "Extension of Deadline and Suspension of Processing Times in the Delivery of Government Services in Luzon Area in Light of the Imposition of the Enhanced Community Quarantine"
2020-04	08 June 2020	Guidelines for Compliance to Administrative Order No. 23, s. 2020 Entitled "Eliminating Overregulation to Promote Efficiency of Government Processes"

It is informed that 25 July 2020 is the deadline of the submission of Compliance Report, along with the Citizen's Charter.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


REY LEONARDO B. GUERRERO

Commissioner

JUL 01 2020



BOC-09-13501

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

A Modernized and Credible Customs Administration That is Among the World's Best

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Internal Admin: GFSUB

Received by: VICKY REYES

Date: 12 5 JUN 2020

Time: 11:07am

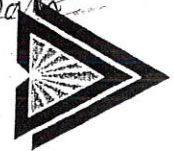
TO ALL USECS/CS/ASCS/HOAA

BUREAU OF CUSTOMS
MESSAGE CENTER
RECEIVED

JUN 23 2020

BY: Mem TIME: 1:35

ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT



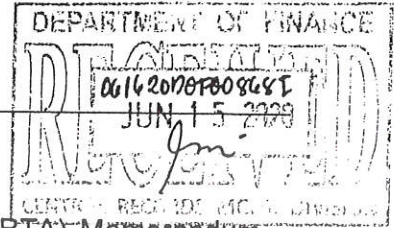
BOC-09-13499

MEMORANDUM CIRCULAR NO. 2020-03-A
SERIES OF 2020

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

SUBJECT : AMENDMENT TO MEMORANDUM CIRCULAR NO. 2020-03 DATED 20 MARCH 2020 RE "EXTENSION OF DEADLINE OF SUBMISSION OF THE CITIZEN'S CHARTER AND SUSPENSION OF PROCESSING TIMES IN THE DELIVERY OF GOVERNMENT SERVICES IN LUZON AREA IN LIGHT OF THE IMPOSITION OF THE ENHANCED COMMUNITY QUARANTINE"

DATE : 11 JUNE 2020



I. BACKGROUND AND LEGAL BASIS

WHEREAS, pursuant to the Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-002-A, the deadline of the submission of the Citizen's Charter, covering External and Internal Services, was set on 31 March 2020;

WHEREAS, in light of the imposition of the Enhanced Community Quarantine (ECQ), the Authority issued Memorandum Circular No. 2020-03 on 20 March 2020 extending the deadline of submission of the Citizen's Charter and suspended the processing times prescribed under R.A. 11032 in delivery of government services in Luzon area;

WHEREAS, Section 1(d) of the of the Administrative Order No. 30, series of 2020 issued by the Office of the President on 21 April 2020, directs government offices to formulate and issue guidelines on the suspension of deadlines for the submission of documents for the duration of community quarantine;

WHEREAS, Section 2 of the Administrative Order No. 23 (AO 23), series of 2020 issued by the Office of the President on 21 February 2020, directs all national government agencies covered by Section 3 of RA 11032 to hasten the reform of their processes in order to eliminate overregulation and to submit to the Authority a Compliance Report on how their respective Citizen's Charter conforms with the requirements under RA 11032;

WHEREAS, the Memorandum of the Executive Secretary dated 02 June 2020 provides the extension of the submission of the Compliance Report as required under the AO 23;

WHEREAS, pursuant to Section 4.3.5 of the ARTA Memorandum Circular No. 2020-04 dated 08 June 2020, the Authority hereby synchronizes and sets the deadline



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GF, HPGV Building, 395 Senator Gil Puyat Avenue, Makati City, Philippines 1200
478-5091/478-5093/478-5099
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for the simultaneous submission of the Compliance Reports required under AO 23 and the updated Citizen's Charter.

NOW, THEREFORE, the **ANTI-RED TAPE AUTHORITY**, by virtue of its functions and powers under RA 11032, hereby issues the amendments to MC 2020-03.

II. GENERAL GUIDELINES

The succeeding paragraphs of MC 2020-03 are hereby amended to read as follows:

A. As to the Deadline of Submission of Citizen's Charter

1. The deadline of the submission of the updated Citizen's Charter, including all government services covering both the external and internal services, and the Certificate of Compliance is further **EXTENDED** until **25 July 2020**. This shall be a **simultaneous submission** together with the Compliance Report required under the Administrative Order No. 23 series of 2020 issued by the Office of the President, which deadline was likewise extended per ARTA Memorandum Circular No. 2020-04.

2. This covers the obligation of the covered agencies to post their updated Citizen's Charter as mandated under Section 3 (a), Rule IV of the Implementing Rules and Regulations (IRR) of RA No. 11032¹. Specifically, all new government services introduced, or new processes implemented and all other revisions on the existing services being adopted in consideration of the declaration of a State of Public Health Emergency shall be reflected in the respective Citizen's Charter.

Government Agencies shall **submit** the aforementioned services **twenty (20) working days** from the issuance of this Circular.

3. In consideration of the implementation of social distancing protocols, all requests for Citizen's Charter briefing/orientation shall be done virtually or via online platforms on the schedule agreed upon by both the Authority and the requesting government agency.

4. Soft copies of the Citizen's Charter (in text-searchable PDF Format) and all other requests made by the Authority shall be submitted by email at: compliance@arta.gov.ph.

¹ Section 3 (a), Rule IV of the IRR of RA No. 11032 provides that "should there be any update, the head of agency shall ensure that an updated Citizen's Charter is posted not later than March 31st of each year."



B. As to the Mandated Processing Times of 3-7-20 Working Days

1. All Government Agencies shall **OBSERVE** and **COMPLY** with the prescribed processing times provided under RA 11032.

2. For Government Agencies located in areas placed under the Enhanced Community Quarantine (ECQ), the processing times stated in the Citizen's Charter of government agencies shall be **SUSPENDED AND APPROPRIATE ADJUSTMENTS SHALL BE MADE** until the ECQ is lifted. Thereafter, the Government Agencies must **OBSERVE** and **COMPLY** with the prescribed processing times provided under RA 11032. Failure to do so constitutes a violation of said law.

3. The counting of prescribed processing time, which shall be expressed in working days as stated under Section 2 (d), Rule IV of the IRR shall immediately commence upon resumption of work in government offices; *Provided*, the government agencies shall notify the citizens or clients in writing or through other means of communication of the adjustments made in their processing times. In the event that delay will be inevitably incurred by reason of lack of sufficient manpower, ARTA hereby reminds the government agencies that they are allowed to request for one extension, for the same number of days, from the citizens or clients; *Provided*, they observe the sending of written notices, physically or electronically, to said citizens or clients informing them of the final date of release of any license, permit, or any government service applied for. The same should be received by the concerned citizen or client within the prescribed processing time.

XXX


XXX

XXX

All previous issuances or portions thereof issued by the Authority inconsistent with this Circular are hereby deemed repealed or amended accordingly.

For information and compliance.

Recommending Approval:


ATTY. EDUARDO V. BRINGAS
Deputy Director General


ATTY. ERNESTO V. PEREZ
Deputy Director General

Approved:


ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



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GF, HPGV Building, 395 Senator Gil Puyat Avenue, Makati City, Philippines 1200
478-5091/478-5093/478-5099
www.arta.gov.ph



Perlito Panganiban <ppanganiban@dof.gov.ph>

Fwd: Amendment to Memorandum Circular No. 2020-03 Dated 20 March 2020 Re Extension of Deadline of Submission of the Citizen's Charter and Suspension of Processing Times

1 message

Secretary Finance <secfin@dof.gov.ph>

To: Andrea Salvaleon <asalvaleon@dof.gov.ph>, Perlito Panganiban <ppanganiban@dof.gov.ph>, Nathan Eliezer Bayasen <nbayasen@dof.gov.ph>, Jesus Jireh Hernandez <ihernandez@dof.gov.ph>, Lance Nicklaus Lim <llim@dof.gov.ph>, Eljjen Love Saez <esaez@dof.gov.ph>

Mon, Jun 15, 2020 at 2:10 PM



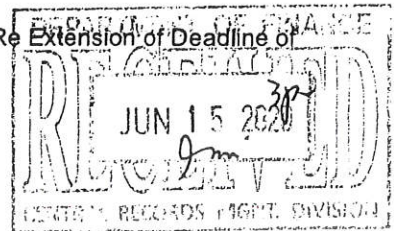
----- Forwarded message -----

From: Compliance and Monitoring <compliance@arta.gov.ph>

Date: Monday, June 15, 2020

Subject: Amendment to Memorandum Circular No. 2020-03 Dated 20 March 2020 Re Extension of Deadline of Submission of the Citizen's Charter and Suspension of Processing Times

To:



Dear Sir/Ma'am:

Pursuant to the **Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-002-A**, the deadline of the submission of the Citizen's Charter, covering External and Internal Services, was set on 31 March 2020. However, in light of the imposition of the Enhanced Community Quarantine (ECQ), the Authority issued **Memorandum Circular No. 2020-03 on 20 March 2020** extending the deadline of submission of the Citizen's Charter and suspended the processing times prescribed under R.A. 11032 in delivery of government services in Luzon area.

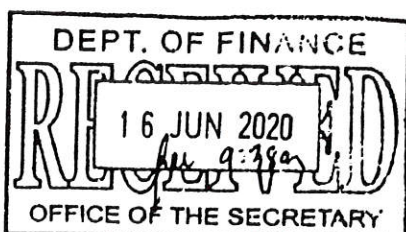
Meanwhile, Section 2 of the **Administrative Order No. 23 (AO 23)**, series of 2020 issued by the Office of the President on 21 February 2020, directs all national government agencies covered by Section 3 of RA 11032 to hasten the reform of their processes in order to eliminate overregulation and to submit to the Authority a Compliance Report on how their respective Citizen's Charter conforms with the requirements under RA 11032.

With this, the Authority hereby synchronizes and sets the deadline for the **simultaneous submission of the Compliance Reports required under AO 23 and the updated Citizen's Charter**. Deadline of both submissions are on **25 July 2020** as also stated under ARTA Memorandum Circular No. 2020-04.

Likewise, the Authority hereby issues the amendments to MC No. 2020-03, detailing the new deadline of submission of the updated Citizen's Charter and Certificate of Compliance. Kindly refer to the attached **Memorandum Circular 2020-03-A** for your guidance.

Should you have further queries and clarification, reach us thru email at compliance@arta.gov.ph.

Thank you and best regards,



**Compliance Monitoring and Evaluation Office
ANTI-RED TAPE AUTHORITY**

Ground Floor, HPGV Building #395 Sen. Gil J. Puyat Avenue
Makati City Philippines 1200

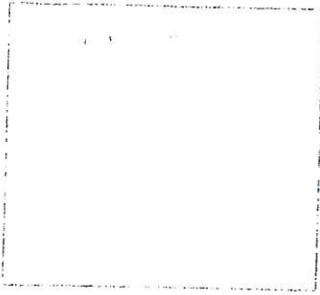
www.arta.gov.ph

CMC 16.2.2020 P.6

6/15/2020

Department of Finance Mail - Fwd: Amendment to Memorandum Circular No. 2020-03 Dated 20 March 2020 Re Extension of Deadli...


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 MC 2020-03-A.pdf
512K

TO ALL USERS/CS/ASIS/IBAL

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MEMORANDUM CIRCULAR NO. 2020- 04
Series of 2020



BOC-09-13501

TO: ALL HEADS OF GOVERNMENT OFFICES AND AGENCIES INCLUDING LOCAL GOVERNMENT UNITS (LGUS), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCS), AND OTHER GOVERNMENT INSTRUMENTALITIES

SUBJECT: GUIDELINES FOR COMPLIANCE TO ADMINISTRATIVE ORDER NO. 23, s. 2020 ENTITLED "ELIMINATING OVERREGULATION TO PROMOTE EFFICIENCY OF GOVERNMENT PROCESSES"

DATE: 08 JUNE 2020
Internal Admin. Group
Received by: VICKY REYES
Date: 25 JUN 2020
Time: 10:09 am

CUSTOMS MESSAGE CENTER	
RECEIVED	
JUN 23 2020	
BY: Nery	TIME: 1401

1. BACKGROUND AND LEGAL BASIS

- 1.1. Pursuant to Administrative Order (AO) No. 23 entitled "Eliminating Overregulation to Promote Efficiency of Government Processes" effective on 21 February 2020, all national government agencies covered by Section 3 of Republic Act (RA) No. 9485, as amended, are directed to hasten the reform of their processes in order to eliminate overregulation."
- 1.2. On Section 2 of AO 23, the Anti-Red Tape Authority (ARTA), pursuant to its mandates under RA No. 9485, as amended, in coordination with the Anti-Red Tape Unit established per respective agency, shall monitor and ensure compliance with the aforesaid directive to eliminate overregulation.
- 1.3. Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", amending Republic Act No. 9485 or the "Anti-Red Tape Act of 2007", was enacted on 28 May 2018 and effectively created the Anti-Red Tape Authority (ARTA). The Implementing Rules and Regulations (IRR) of RA No. 11032 was subsequently promulgated on 4 August 2019.
- 1.4. Section 5 of RA No. 11032, Reengineering of Systems and Procedures, stated that "all offices and agencies which provide government services are hereby mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time."

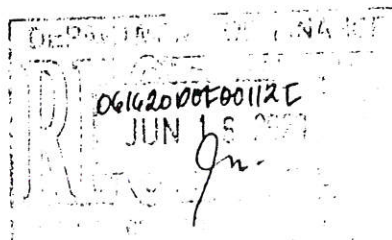
"The Anti-Red Tape Authority, created in this Act, shall coordinate with all government offices covered under Section 3 of this Act in the review of existing laws, executive issuances and local ordinances, and recommend the repeal of the same if deemed outdated, redundant, and adds undue regulatory burden to the transacting public."

2. PURPOSE

This Memorandum Circular shall provide all national government agencies and local government units the pertinent information and instructions in the submission of its Compliance Report as mandated by AO 23, s. 2020.

3. COVERAGE

This Memorandum Circular shall apply to all national government agencies and local government units covered by Section 3 of RA No. 9485, as amended by RA No. 11032. The said provision of the law reads: "This Act shall apply to all government offices and agencies including local government units (LGUs),





government –owned or –controlled corporations and other government instrumentalities, whether located in the Philippines or abroad, that provide services covering business and non-business related transactions as defined in this Act." In relation thereto, Section 4 of RA No. 11032 defines business-related transactions as "a set of regulatory requirements that a business entity must comply with to engage, operate or continue to operate a business, such as, but not limited to, collection or preparation of a number of documents, submission to national and local government authorities, approval of application submitted, and receipt of a formal certificate or certificates, permits, licenses which include primary and secondary, clearances and such similar authorization or documents which confer eligibility to operate or continue to operate as a legitimate business" while nonbusiness transactions "are all other government transactions not falling under Section 4 (c) of the Act."

4. GENERAL GUIDELINES

- 4.1. The Compliance Report should indicate the service information stipulated in the agencies' respective Citizen's Charters and its adherence with the requirements of RA No. 9485, as amended. As defined in the ARTA MC 2019-002, "the Citizen's Charter is the official document that will communicate, in simple terms, the service standards or pledge of an agency on the government services being provided to the citizens. Other than communicating the service standards of the office, it shall also serve as the basis for establishing liability of all erring government employees involved in unnecessary red-tape and corruption."
- 4.2. The Compliance Report is separate and a non-substitute to the submission of the A1 Form required for the granting of the Performance Based Bonus pursuant to Administrative Order No. 25, s. 2011.
- 4.3. All national agencies covered herein shall accomplish and provide ARTA, copy furnished the Office of the President, the **Compliance Report** which includes the following:
- 4.3.1. All services which the agency offers to the public;
- 4.3.2. The governing law/s¹ and its corresponding provision that empowers the government agency to regulate or provide the service;
- 4.3.3. The list of regulation/issuances² that provide guidelines, rationale, among others, of the identified service. Electronic copies of the regulation/issuances must also be provided.
- 4.3.4. Details on service information (as indicated in the updated Citizen's Charter submitted to the Authority):
- | | |
|------|--|
| i. | Name of the service |
| ii. | List of requirements and corresponding legal basis |
| iii. | Client Steps/Procedure and corresponding legal basis |
| iv. | Total processing time to complete the service |
| v. | Total fees to be paid by the citizen or client |
- 4.3.5 The updated Citizen's Charter, which includes all services of the agency, shall be submitted together with the Compliance Report.

5. SUBMISSION OF REPORT

- 5.1 The Compliance Report, duly signed and approved by the head of agency or his duly authorized representative, shall be submitted to the Authority, copy furnished the Office of the President, using the template provided in Annex A.
- 5.2. In the interest of service and pursuant to Presidential Proclamation No. 922, series of 2020 declaring a State of Public Health Emergency throughout the Philippines due to Coronavirus Disease 2019 (COVID-19),

¹Laws are pieces of legislation passed by Congress (both the House of Representatives and the Senate of the Philippines) and approved by the President (by positive act or inaction).

²Issuances may be rules or guidelines issued by the agency to implement a law or to lay regulations for the public, in accordance with law. These may be in the form of circulars, orders.



Memorandum from the Office of the Executive Secretary on the subject Community Quarantine over the Entire Luzon and Further Guidelines on the Management of COVID-19 Situation, and the Civil Service Commission Announcement No.13, s. 2020 on the Alternative Work Arrangements in light of the Enhanced Community Quarantine, the ARTA has requested the Office of the President for the extension of the deadline of submission of the Compliance Report.

5.3. Pursuant to the Memorandum from the Executive Secretary dated 02 June 2020, the periods of submission under AO 23, s. 2020 have been extended. The Compliance Report shall be submitted to the Authority, copy furnished the Office of the President, within 60 calendar days from 26 May 2020 or until **25 July 2020**.

5.4. Reports must be saved in secure-text readable file formats (i.e. PDF, DOCX) and shall only be submitted electronically with corresponding official transmittal letter signed by the head of the agency/local chief executive/authorized representative through the email address: compliance@arta.gov.ph.

5.5. An acknowledgement e-mail will be sent by ARTA upon receipt of the submission.

6. FEEDBACK

6.1 All inquiries and concerns should be coursed through ARTA through any of the following means:

E-mail Address – info@arta.gov.ph
 Website – www.arta.gov.ph
 Facebook – Anti-Red Tape Authority
 Twitter – @ARTAgovph
 Instagram – @ARTAgovph

7. SANCTIONS

7.1 Per Section 5 of AO No. 23, s. 2020, "failure to comply with the provisions stated herewith shall result to the filing of appropriate administrative cases pursuant to existing Civil Service Commission Rules on Administrative Cases in the Civil Service, and other relevant laws, rules, and regulations."

8. AMENDMENT TO GUIDELINES

8.1 The guidelines outlined in this Circular are subject to change as may be deemed necessary by the Anti-Red Tape Authority consistent with AO No. 23, s. 2020.

9. EFFECTIVITY

9.1 This Circular shall take effect immediately and will be implemented simultaneously with the effectivity of the Administrative Order No. 23.

RECOMMENDED BY:


ATTY. ERNESTO V. PEREZ, CPA
 Deputy Director General


ATTY. EDUARDO V. BRINGAS
 Deputy Director General



APPROVED BY:


ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

- (1) NAME OF DEPARTMENT/AGENCY/LGU: _____
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ³	Specific Provision in the Governing Law(s) as Basis ⁴	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends

³ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service
⁴ Cite section number and quote provision identified in the governing law

(4) SERVICE INFORMATION PER GOVERNMENT SERVICES

GOVERNMENT SERVICE		SERVICE INFORMATION			
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
TOTAL					

5 Please note that one table is to be filled-up per Government Service.
To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

- (1) NAME OF DEPARTMENT/AGENCY/LGU: _____
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS	
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity Other Issuances/Policies it Effectively Repeals/Amends

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service
² Cite section number and quote provision identified in the governing law

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
			TOTAL		

³ Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



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Perlito Panganiban <ppanganiban@dof.gov.ph>

Fwd: Anti-Red Tape Authority: Copy of the ARTA MC 2020-04 and template

Secretary Finance <secfin@dof.gov.ph> Mon, Jun 15, 2020 at 5:15 PM
To: Andrea Salvaleon <asalvaleon@dof.gov.ph>, Perlito Panganiban <ppanganiban@dof.gov.ph>, Nathan Eliezer Bayasen <nbayasen@dof.gov.ph>, Iesus Jireh Hernandez <ihernandez@dof.gov.ph>, Lance Nicklaus Lim <llim@dof.gov.ph>



----- Forwarded message -----

From: Aubrey L. Escultero <AubreyEscultero@arta.gov.ph>
Date: Mon, Jun 15, 2020 at 3:59 PM
Subject: Anti-Red Tape Authority: Copy of the ARTA MC 2020-04 and template
To: Anti-Red Tape Authority <info@arta.gov.ph>
Cc: Karen Isabelle C. Aquitana <karenaquitana@arta.gov.ph>, Camille A. Iglesias <CamilleIglesias@arta.gov.ph>

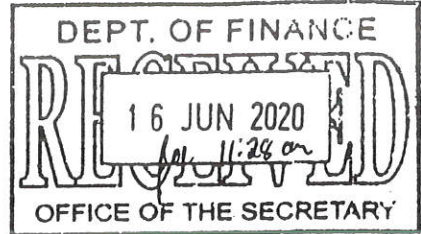
Dear Partners:

Further to our previous email, kindly find herewith the copy of ARTA Memorandum Circular 2020-04 and an editable template to assist you in your compliance.

For your perusal.

Thanks and best regards,

ANTI-RED TAPE AUTHORITY
GF, HPGV Building #395 Sen. Gil J. Puyat Avenue
Makati City, Philippines 1200
478-5099



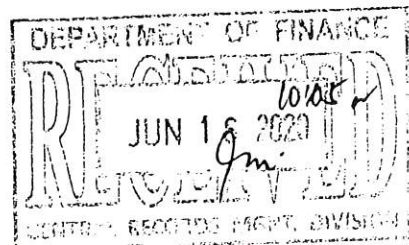
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2 attachments

- ARTA MC 2020-04_EDITABLE TEMPLATE.docx 41K
- ARTA Memorandum Circular No. 2020-04.pdf 575K



15 June 2020

HON. CARLOS G. DOMINGUEZ III
Secretary
Department of Finance
DOF Building, Roxas Boulevard,
corner Pablo Ocampo Street,
Manila City



BOC-09-13502

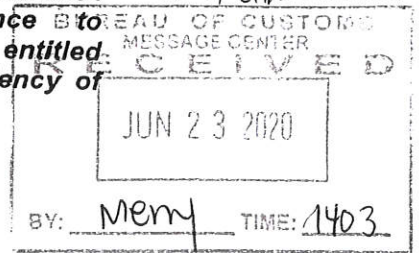


To all users/CS/ASER/ H&A

Subject: Request to Cascade to Attached Agencies and Line Bureaus ARTA's Memorandum Circular No. 2020-04 with subject "Guidelines for Compliance to Administrative Order No. 23, s. 2020 entitled "Eliminating Overregulation to Promote Efficiency of Government Processes"

Internal Admin. Group
Received by: VICKY REYES

Date: 25 JUN 2020
10:01 am



Dear Secretary Dominguez:

Greetings from the Anti-Red Tape Authority!

On 21 February 2020, the President issued Administrative Order No. 23, series of 2020, "Eliminating Overregulation to Promote Efficiency of Government Processes" with the objective of requiring all national government agencies to hasten the reform of their processes in order to eliminate overregulation. Under AO No. 23, the agencies are given 60 working days from 21 February 2020 to file their Compliance Report.

Due however to the national health emergency crisis, the Executive Secretary issued a Memorandum dated 02 June 2020 extending the period of submission of the Compliance Report.

As the principal agency tasked in monitoring the submission of agencies, the Anti-Red Tape Authority issued Memorandum Circular No. 2020-04 to provide Guidelines for Compliance to the Administrative Order No. 23. The Compliance Report, along with the updated Citizen's Charter, shall be submitted to the Authority, copy furnished the Office of the President, until 25 July 2020. Reports must be saved in secure-text readable file formats (i.e. PDF, DOCX) and shall ONLY be submitted electronically with corresponding official transmittal letter signed by the head of the agency/local chief executive/authorized representative through the email address: compliance@arta.gov.ph.

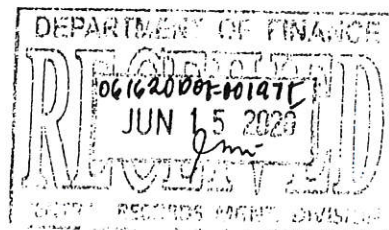
For efficient dissemination, we would highly appreciate for your office to cascade this Memorandum Circular to your attached agencies/line bureaus and local governments accordingly.

Please direct your queries regarding A.O. 23 and its guidelines to info@arta.gov.ph

Thank you for your usual cooperation.

Sincerely,

ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



Smarter Initiatives.
Better Philippines.

GF, HPGV Building, 395 Senator Gil Puyat Avenue, Makati City, Philippines 1200
478-5091/478-5093/478-5099
www.arta.gov.ph

6/15/2020

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CMC 160-2020 p.17



Perlito Panganiban <ppanganiban@dof.gov.ph>

Fwd: Anti-Red Tape Authority: Request to Cascade to Attached Agencies and Line Bureaus ARTA's Memorandum Circular No. 2020-04 with subject "Guidelines for Compliance to Administrative Order No. 23, s. 2020"

1 message

Secretary Finance <secfin@dof.gov.ph>

To: Andrea Salvaleon <asalvaleon@dof.gov.ph>, Perlito Panganiban <ppanganiban@dof.gov.ph>, Nathan Eliezer Bayasen <nbayasen@dof.gov.ph>, Jesus Jireh Hernandez <ihernandez@dof.gov.ph>, Lance Nicklaus Lim <llim@dof.gov.ph>, Elijen Love Saez <esaez@dof.gov.ph>

Mon, Jun 15, 2020 at 2:12 PM



----- Forwarded message -----

From: **Aubrey L. Escultero** <AubreyEscultero@arta.gov.ph>

Date: Monday, June 15, 2020

Subject: Anti-Red Tape Authority: Request to Cascade to Attached Agencies and Line Bureaus ARTA's Memorandum Circular No. 2020-04 with subject "Guidelines for Compliance to Administrative Order No. 23, s. 2020"

To: "cdominguez@dof.gov.ph" <cdominguez@dof.gov.ph>, "secfin@dof.gov.ph" <secfin@dof.gov.ph>, Nathan Eliezer Bayasen <nbayasen@dof.gov.ph>, Jesus Jireh Hernandez <ihernandez@dof.gov.ph>, Lance Nicklaus Lim <llim@dof.gov.ph>

Cc: "Karen Isabelle C. Aquitana" <karenaquitana@arta.gov.ph>, "Camille A. Iglesias" <CamilleIglesias@arta.gov.ph>

Dear **Secretary Dominguez**:

Greetings from the Anti-Red Tape Authority!

On 21 February 2020, the President issued Administrative Order No. 23, series of 2020, "Eliminating Overregulation to Promote Efficiency of Government Processes" with the objective of requiring all national government agencies to hasten the reform of their processes in order to eliminate overregulation. Under AO No. 23, the agencies are given 60 working days from 21 February 2020 to file their Compliance Report.

Due however to the national health emergency crisis, the Executive Secretary issued a Memorandum dated 02 June 2020 extending the period of submission of the Compliance Report.

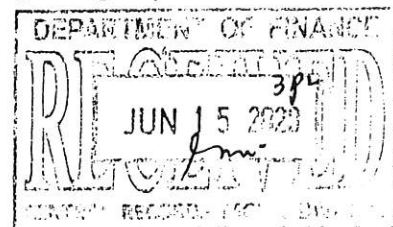
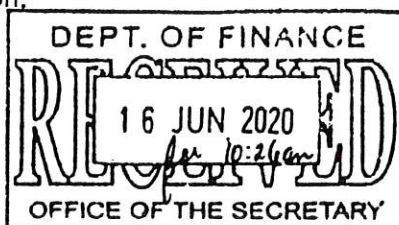
As the principal agency tasked in monitoring the submission of agencies, the Anti-Red Tape Authority issued Memorandum Circular No. 2020-04 to provide Guidelines for Compliance to the Administrative Order No. 23. The Compliance Report, along with the updated Citizen's Charter, shall be submitted to the Authority, copy furnished the Office of the President, until 25 July 2020. Reports must be saved in secure-text readable file formats (i.e. PDF, DOCX) and shall ONLY be submitted electronically with corresponding official transmittal letter signed by the head of the agency/local chief executive/authorized representative through the email address: **compliance@arta.gov.ph**.

For efficient dissemination, we would highly appreciate for your office to cascade this Memorandum Circular to your attached agencies/line bureaus accordingly.

Please direct your queries regarding A.O. 23 and its guidelines to **info@arta.gov.ph**.

Thank you for your usual cooperation.

Sincerely,



6/15/2020

CMC 162-2020D-17

Department of Finance Mail - Fwd: Anti-Red Tape Authority: Request to Cascade to Attached Agencies and Line Bureaus ARTA's M...

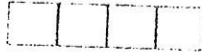
MASTER COPY

(sgd)

ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



ANTI-RED TAPE AUTHORITY
GF, HPGV Building #395 Sen. Gil J. Puyat Avenue
Makati City, Philippines 1200
478-5099



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