



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 306

Series of 2025

**SUBJECT: RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE (DA)
COMMITTEE ON ANTI-RED TAPE (CART)**

In the interest of service and in compliance with the Anti -Red Tape Authority (ARTA) Memorandum Circular No. 2023-08, "Amendment on Certain Provisions of ARTA MC No. 2020-07 Dated 30 September 2020, Pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)", the DA CART is hereby reconstituted and shall be composed of the following:


I. COMPOSITION OF THE DA-CART

- Chairperson:** Undersecretary for Administration
- Vice Chairperson:** Assistant Secretary for Administration
- Members:** Assistant Secretary for Regulations
Director, Planning and Monitoring Service
Director, Field Operations Service
Director, Administrative Service
Director, Legal Service
Director, Financial and Management Service
Director, Information and Communications Technology Service
Chief, Personnel Division
Chief, Human Resource Development Division
- Focal Person:** DAEA President - (For DA-Central Office)

Functions, Duties, and Responsibilities of the DA-CART

The CART shall ensure that the DA complies with the requirements of R.A. No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, its Implementing Rules and Regulations (IRR), and subsequent issuances by ARTA, as applicable.

1. Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all services of the DA, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;
2. Compliance to the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS);
 - 2.1. Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;

- 2.2. Submission of a Regulatory Notification Form (NTF), in the absence of an ARP, to notify ARTA of every formulation, modification, and repeal of regulations, or other issuances;
 - 2.3. Conduct of post-implementation assessment and review of existing regulations or other related issuances;
 - 2.4. Conduct of a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and the subsequent submission of a Preliminary Impact Statement (PIS) for ARTA's review and assessment;
 - 2.5. Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
 - 2.6. Referral of ARTA's policy option recommendations to the appropriate decision-makers within the NGA; and
 - 2.7. Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational;
 3. Adoption of the Philippine Good Regulatory Principles (PGRP);
 4. Conduct of effective knowledge transfer or information dissemination among office employees on ARTA- related trainings, briefings, or such related matters obtained by office staff and submission of a status report on the activities conducted within sixty (60) days from the end of the training;
 5. Registration and publication of new regulations and issuances, within fifteen (15) days from issuance, in the University of the Philippines Office of the National Administrative Register (UP ONAR) and in a newspaper of general Circulation;
 6. Setting up the most current and updated service standards and inclusions of the same in the Citizen's Charter of the DA in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02 and its Reference B;
 - 6.1. Submission of the updated Citizen's Charter Handbook to ARTA together with an updated Certificate of Compliance (CoC) duly signed by the Head of Agency or authorized representative;
 - 6.2. Identification of official personnel who shall encode and submit the Citizen's Charter through the Anti-Red Tape Electronic Management Information System (ARTEMIS), once operational;
 - 6.3. Monitoring and periodic review of the Citizen's Charter of DA, specifically the procedures/steps, timeline, documentary requirements, fees and other information indicated in the Citizen's Charter; and
 - 6.4. Posting of the most current and updated Citizen's Charter - Information Billboard in the most conspicuous space of the offices, with the relevant pages of the Citizen's Charter Handbook placed in the service counters of offices providing external services and the soft copy of the Citizen's Charter Handbook posted at the official website of the agency/department, pursuant to ARTA M.C No. 2019-02';
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7. Compliance of the DA on the zero-contact policy in accordance with R.A. No. 11032;
8. Compliance of the external and internal services of the DA with the prescribed processing time as mandated by R.A. No. 11032 or the respective mandate under special law;
9. Implementation of the Harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under ARTA MC No. 2022- 005 and its amendment as may be applicable;
10. Submission to ARTA not later than the last working day of April of each year of the CSM Report for each service based on the guidelines issued by ARTA; and
11. Establishment and management of a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback, and monitor customer satisfaction via hotline numbers, short message service (SMS), ICT or other mechanisms where clients may express their complaints, comments or suggestions.
 - 11.1. Acknowledge, receive, respond and act on the complaints forwarded by the Presidential Complaints Center, Contact Center ng Bayan of the Civil Service Commission (CSC) and the Legal Office of ARTA
 - 11.2. Adopt all lawful methods in resolving the complaint referred by ARTA
12. Ensure compliance and submission of the Zero Backlog report under ARTA M.C No. 2022-02 as amended by M.C 2023-01.
13. Perform such other functions, duties and responsibilities under R.A 11032, its IRR and other issuances issued by ARTA.

II. SECRETARIAT

Management Division
 Personnel Division
 Human Resource Development Division
 Records Division

Functions of the Secretariat

1. Provide assistance in gathering materials for discussions;
2. Document discussions and prepare highlights of the meeting;
3. Perform coordination support to the Committee; and
4. Perform such other functions that may be required by the Chairperson.


All Heads of Regional Field Offices (RFOs) and Bureaus are hereby directed to create Sub-Committees on Anti-Red Tape (Sub-CART) as an integral component of the DA-CART. Each Sub-CART shall include personnel from the Administrative Division/Unit of the respective RFOs and Bureaus. An Office Order designating the members of each Sub-CART shall be issued and forwarded to the DA-CART for inclusion in the CART directory.

All expenses to be incurred in the performance of the functions, duties and responsibilities of the CART at the DA Central Office shall be chargeable against Central Office funds, while expenses for RFOs and Bureaus shall be chargeable against the funds of the respective offices, subject to availability and the usual government accounting, auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing.

Series of 2024 Special Order (S.O) Nos. 1491, 459, 441, 99, and 77, as well as other orders and issuances inconsistent herewith are deemed revoked.

Done this 24th day of February 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary



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