

Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM OFFICE OF THE EXECUTIVE DIRECTOR

22 February 2024

MEMORANDUM NO. 061 Series of 2024

SUBJECT: COMPOSITION OF THE COMMITTEE ON ANTI-RED TAPE

In the interest of the service, pursuant to the Implementing Rules and Regulations of Republic Act No. 11032 and in accordance with ARTA Memorandum Circular No. 2023-08, the **Committee on Anti-Red Tape (CART)** is hereby constituted for SY 2024-2025 to ensure compliance with the requirements of RA No. 11032 and its IRR and other issuances of the Anti-Red Tape Authority.

Particulars	Position	Campus / Delivery Units PSHSS-OED	
Chairperson	Executive Director		
Vice-Chairperson	Deputy Executive Director	PSHSS-OED	
Members	Special Science Teacher V	BRC	
	Special Science Teacher V	CARC	
	Special Science Teacher V	CBRC	
	Special Science Teacher IV	CLC	
	Special Science Teacher V	CMC	
	Director III	CRC	
	Special Science Teacher V	CVC	
	Supervising Administrative Officer	CVisC	
	Supervising Administrative Officer	IRC	
	Director III	MC	
	Administrative Officer V	MRC	
	Director III	SRC	
	Director III	WVC	
	Supervising Administrative Officer	SMC	
	Director III	ZRC	
	Director III	EVC	

This memorandum amends and revokes PSHS Memorandum No. 013 series of 2024

Duties and functions:

 Conduct of reengineering of systems and procedures, compliance cost analysis, time and motion studies, and evaluation and improvement of all the services of the agency/department.

Gate 4 Senator Miriam P. Defensor-Santiago Avenue, (Former Agham Road), Diliman, Quezon City

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Philippine Science High School System





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- 2. Compliance to the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS).
- 3. Adoption of the Philippine Good Regulatory Principles (PGRP), including the coordination of the orientation of employees involved in the PGRP Awards, determination of the qualifications of the agency and documentation of best practices, innovative ideas, and success stories that shall serve as bases for nomination for the PGRP Awards, formulation of internal guidelines and mechanism for nomination, submission of the nomination to ARTA containing the qualifications of the agency with collected evidence and detailed description of its best practices, innovative ideas, and success stories among others;
- 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 to the following, within fifteen (15) days from issuance:

A. University of the Philippines Office of National Administrative Register (UP ONAR); and

- B. Newspaper of general circulation for publication;
- 6. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the agency/department.
- Compliance of the agency/department on the zero-contact policy in accordance with RA 11032.
- Compliance of the external and internal services of the agency/department, with prescribed processing time as mandated by R.A. 11032 of the respective mandate under special law;
- Implementation of the Harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under MC No. 2022-05 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 Client Satisfaction Measurement Report for each service based on the guidelines issued by ARTA.
- 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), information and communication technology, or other mechanism where clients may express their complaints, comments or suggestions.

A T. HABACO Executive Director

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INSTRUCTIONS 1. Please do not abbreviate.

Name of Agency	Philippine Science High School System - Office of the Executive Director
Department Order	Memorandum No. 013
CART or SUBCART	CART

NO.	NAME	CART DESIGNATION	POSITION / DESIGNATION / TITLE	OFFICE/ DEPARTMENT/ DIVISION	EMAIL ADDRESS	CONTACT NUMBER
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2	Rod Allan A. De Lara	Vice-Chair	Deputy Executive Director	PSHS-OED	oed@pshs.edu.ph	8 9397747
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