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OFFICE OF THE EXECUTIVE DIRECTOR

MEMORANDUM No. 2026-01-004

FOR : **ALL CONCERNED**

SUBJECT : **Reconstitution of the PCC Committee on Anti-Red Tape (CART) and Technical Working Group (TWG) for FY 2026**

DATE : **21 January 2026**

1. As part of sustained compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) Nos. 2020-07[1] and 2023-08,[2] the PCC issued Special Order (SO) No. 2020-11-25-002 dated 25 November 2020 constituting the PCC Committee on Anti-Red Tape (CART). In view of recent personnel movements and in the exigency of service, the PCC CART, and its Technical Working Group and Secretariat, is hereby reconstituted as follows:

DESIGNATION	NAME OF OFFICIAL/EMPLOYEE
Chairperson	Executive Director
Vice-Chairperson	Director IV, Finance, Planning and Management Office (FPMO)
Members	Director IV, Administrative Office (AO) Director IV, Communications and Knowledge Management Office (CKMO) Director IV, Competition Enforcement Office (CEO) Director IV, Economics Office (EO) Director IV, Mergers and Acquisitions Office (MAO) Director III, Office of the Commission Clerk and Sheriff (OCCS) Attorney V, Office of the General Counsel-Legal Services Division (OGC-LSD) Chief, OGC-Legislative Liaison Office (LLO) Team Leader, QMS Internal Quality Audit Team
Technical Working Group	Office of the Chairperson (OTC): Executive Assistant IV AO: Cashier III Records Officer III Supervising Administrative Officer Information Technology Officer III CKMO: **Competition Policy Research Officer III**

[1] *Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies concerned in Compliance with R.A. 11032, Otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR)*
[2] *Amendment on Certain Provisions of Anti-Red Tape Authority Memorandum Circular No. 2020-07 dated 30 September 2020 pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART).*

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DESIGNATION	NAME OF OFFICIAL/EMPLOYEE
	CEO: Legal Assistant II EO: Economist IV FPMO: Accountant IV Supervising Administrative Officer Administrative Officer III MAO: Attorney II Legal Assistant II OGC-LSD: Attorney II OGC-LLO: **Attorney III** OCCS: Attorney II CEO Intake Team: Attorney II
Secretariat	FPMO-Corporate Planning and Management Division (CPMD)

2. The **PCC CART** shall perform the tasks and functions specified in SO No. 2020-11-25-002 dated 25 November 2020.

3. In addition to the tasks and functions specified in SO No. 2020-11-25-002, the **PCC CART** shall also ensure that the agency receive, respond, and comply with the requirements of RA No. 11032[3], its IRR and subsequent issuances by ARTA, as may be applicable, and in coordination with the appropriate offices and units. These requirements pertain to the following in accordance with ARTA Memorandum Circular No. 2023-8:

   a. 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, if deemed necessary, using the concepts and tools indicated in the Whole-of-Government (WOG) Reengineering Manual issued by ARTA;

   b. Compliance with the provisions of ARTA MC No. 2022-06 or the MC Establishing the National Policy on Regulatory Management System (NPRMS), as applicable, particularly on the following:

      - Submission of Annual Regulatory Plan (ARP) not later than 07 March of each year;

[3] *An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for other Purposes.*

- Submission of a Regulatory Notification Form (RNF), in the absence of an ARP, to notify ARTA of every formulation, modification, and repeal of regulations, ordinances, or other related issuances;
- Conduct of post-implementation assessment and review of existing regulations, ordinances, or other related issuances;
- 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;
- Preparation and submission of a Regulatory Impact Statement (RIS) upon completion of each Regulatory Impact Assessment (RIA) conducted, for ARTA's review and assessment;
- Referral of ARTA's policy option recommendations to the appropriate decision-makers within the NGA; and
- Encoding of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS), once operational.

c. 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;

d. Setting up of the most current and updated service standards and inclusion of the same in the Citizen's Charter of the agency in accordance with the suggested template and prescribed manner of writing issued by ARTA through MC No. 2019-02[4] and its Reference B, including the following:

- 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;
- 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; and
- Posting of the most current and updated Citizen's Charter-Information Billboard in the most conspicuous space of the office, 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 pursuant to ARTA MC No. 2019-02.

e. Implementation of the Harmonized Client Satisfaction Measurement (CSM) in accordance with the guidelines provided under MC No. 2022-005[5] and its amendment as may be applicable:

[4] *Guidelines on the Implementation of the Citizen's Charter in Compliance with 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 Regulation (IRR)*
[5] *Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement*

- 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;

f. In addition, under ARTA MC No. 2021-11 or the "Guidelines for Nationwide Implementation of Referral and Handling of Complaints involving Section 12(f) and 21(a) to (g) of R.A. 11032 to the CART and/or Legal Offices of Government Agencies", Section V (2) of MC No. 2021-11 states that the PCC CART is given full discretion to adopt all lawful methods in resolving the complaint referred by ARTA.

g. The PCC CART shall also ensure compliance and submission of the Zero Backlog Report under ARTA MC No. 2022-02,[6] as amended by MC No. 2023-01,[7] on or before 07 March of every year. It shall serve as the coordinating body relative to the implementation of the Report Card Survey (RCS) 2.0, providing the information and documents required by the Authority, as applicable.

4. This Memorandum supersedes OED Memorandum No. 2024-03-014 dated 18 March 2024.

5. For compliance.

Kenneth V. Tanate, PhD
Executive Director and
Chairperson, PCC CART

[6] *Reiterating the Provisions of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or R.A. 11032 on Automatic Approval or Automatic Extension for Pending Applications or Requests of Agencies Beyond the Prescribed Processing Time and for the Submission of the Zero Backlog Report*
[7] *Clarifying the Deadline and Amendment on Memorandum Circular (MC) No. 2022-02 dated 07 March 2022*