



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

07 February 2023

ADMINISTRATIVE ORDER NO. 130
Series of 2023

TO : **All Concerned**
(Through your respective unit heads)

SUBJECT : **UPLB Committee on Anti-Red Tape (CART)**

In compliance with Memorandum No. TJH 2020-34 issued by the Office of the President, University of the Philippines System on 5 November 2022 regarding the *Constitution of the Committee on Anti-Red Tape (CART), Pursuant to ARTA MC 2020-07*, please constitute yourselves into the UPLB Committee on Anti-Red Tape (CART).

		Regular Member	Alternate Member
Chairperson	Head of Agency	Prof. Jose V. Camacho, Jr. , Chancellor	Dr. Eileen Lorena M. Mamino , Assistant to the Chancellor
Vice Chairperson	Lower than Head of Agency	Assoc. Prof. Rolando T. Bello , Vice Chancellor for Administration	Assoc. Prof. Jennifer Marie S. Amparo , Assistant to the Vice Chancellor for Administration
Members		Prof. Jean O. Loyola , Vice Chancellor for Academic Affairs	Asst. Prof. Roselle V. Collado , Assistant to the Vice Chancellor for Academic Affairs
		Asst. Prof. Margarita Carmen S. Paterno , University Registrar, Office of the University Registrar	Mr. Francis Alfred Xavier C. Viray III , Project Development Officer III, Office of the University Registrar
		Ms. Joan E. Mendoza , Chief Administrative Officer, Internal Control Office	Ms. Shirley M. del Rosario , Administrative Officer IV, Internal Control Office
		Ms. Marie Claire L. Raymundo , Chief Accountant, Accounting Office	Ms. Abbie Lynn S. Manongsong , Accountant IV, Accounting Office

		Assoc. Prof. Roderick C. Javar , Director, Human Resources Development Office	Mr. Ricardo Amiel V. Reveche , Supervising Administrative Officer, Human Resources Development Office
Secretariat		Ms. Leni N. Garcia , Executive Assistant II, Office of the Vice Chancellor for Administration	Ms. Leila D. Tamayo , Administrative Officer V, Office of the Vice Chancellor for Administration

The functions, duties, and responsibilities of the UPLB CART are specified in the Anti-Red Tape Authority Memorandum Circular 2020-07 General Guideline 6.2, which include the following:

1. conduct of compliance cost analysis, time and motion studies, evaluation and improvements of the agency's services;
2. monitoring and review of the Citizen's Charter, particularly the procedures/steps, time, documentary requirements, and fees;
3. implementation of the zero-contact policy;
4. compliance of the agency with the 3-7-20 prescribed processing time for transactions;
5. establishment and management of the public assistance complaints desk which will receive complaints and monitor customer satisfaction through various feedback mechanisms;
6. coordinating body for the establishment of the agency's Electronic Business One-Stop Shop (BOSS); and
7. compliance with the guidelines on the national policy on the Regulatory Management System.

Thank you for your usual support and cooperation.



JOSE V. CAMACHO, JR.
Chancellor

cc: OVCA
HRDO
RMO