



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

28 September 2022

ADMINISTRATIVE ORDER NO. 345

Series of 2022

TO : **All Concerned**  
(Thru 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).

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

		<b>Atty. Eric Paul D. Peralta</b> , Director, Human Resources Development Office	<b>Mr. Ricardo Amiel V. Reveche</b> , Supervising Administrative Officer, Human Resources Development Office
Secretariat		<b>Ms. Leni N. Garcia</b> , Executive Assistant II, Office of the Vice Chancellor for Administration	<b>Ms. Leila D. Tamayo</b> , 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