



# UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

## Office of the Chancellor

19 November 2020

ADMINISTRATIVE ORDER NO. 377

Series of 2020

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

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

In compliance with Memorandum No. TJH 2020-34 on 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
Chair	Head of Agency	<b>Dr. Jose V. Camacho, Jr.</b> , Chancellor	<b>Dr. Eileen Lorena M. Mamino</b> , Assistant to the Chancellor
Vice Chair	Lower than Head of Agency	<b>Prof. Rolando T. Bello</b> , Vice Chancellor for Administration	<b>Prof. Nanette A. Aquino</b> , Assistant to the Vice Chancellor for Administration
Members (at least five)	Not limited to the following:		
	Student concerns	<b>Dr. Jean O. Loyola</b> , Vice Chancellor for Academic Affairs	<b>Prof. Roselle V. Collado</b> , Assistant to the Vice Chancellor for Academic Affairs
		<b>Dr. Maribel L. Dionisio-Sese</b> , University Registrar	<b>Mr. Francis Alfred Xavier C. Viray III</b> , Project Development Officer III, Office of the University Registrar
	Operations		
		<b>Ms. Joan E. Mendoza</b> , Chief Administrative Officer, Internal Control Office	<b>Mr. John Reymark C. Garcia</b> , Administrative Officer V Internal Control Office
		<b>Ms. Marie Claire L. Raymundo</b> , Chief Accountant, Accounting Office	<b>Ms. Bai Menjageerie Ayyesha B. Ebus</b> , Accountant III, Accounting Office
		<b>Prof. Nelson Jose Vincent B. Querijero</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 support and cooperation.

  
**JOSE V. CAMACHO, JR.**  
Chancellor 

cc: OVCA  
HRDO  
RMO