



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

### OFFICE OF THE CAMPUS DIRECTOR

December 12, 2023

#### SPECIAL ORDER

No. 776-A, s. 2023

**SUBJECT: Reconstitution of PSHS - CALABARZON Region Campus  
Committee on Anti-Red Tape (CART)**

In furtherance to Special Order No. 252-B, s. 2022, dated 7 September 2022, and in accordance with the Implementing Rules and Regulations of Republic Act No. 11032<sup>1</sup>, as well as ARTA Memorandum Circular 2020-007<sup>2</sup>, the **Committee on Anti-Red Tape (CART)** is hereby constituted for SY 2023 - 2024 to ensure compliance with the requirements of RA No. 11032 and its IRR and other issuances of the Anti-Red Tape Authority, with the following members:

CHAIRPERSON	:	<b>Romeo M. Madrona Jr.</b> Special Science Teacher V
VICE - CHAIRPERSON	:	<b>Jerald Elgene S. Untalan</b> Administrative Officer V / HRMO
MEMBERS	:	<b>Mary Angel L. Gavina</b> Special Science Teacher V  <b>Reynier A. Olivares</b> Special Science Teacher II  <b>Arnel E. Aguila</b> Accountant II  <b>Beverly Ann I. Marasigan</b> Information Systems Analyst II  <b>Josah Maria Y. Mendizabal</b> Administrative Aide VI

#### Duties and Functions:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvements of the agency's services;

<sup>1</sup> Ease of Doing Business and Efficient Government Service Delivery Act of 2018

<sup>2</sup> Guidelines on the Designation of a Committee on Anti-Red Tape in the Agencies Concerned in Compliance with RA No. 11032



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2. Comply to the guidelines on the National Policy on Regulatory Management System to be issued by ARTA;
3. Ensure effective knowledge transfer or information dissemination among office employees on ARTA-related matters;
4. Register new regulations to UP Office of National Administrative Register and to the Official Gazette for publication;
5. Provide inputs on the revision and updating of the Citizen's Charter, as may be called for the Office of the Executive Director;
6. Monitor and review the PSHS System Citizen's Charter, specifically the procedures/steps, time, documentary requirements, and fees;
7. Ensure that an updated Citizen's Charter is posted not later than March 31 every year;
8. Ensure compliance on the zero-contact policy in accordance with the law;
9. Ensure the compliance of the external and internal services with the prescribed processing time as mandated by R.A. No. 11032 or the PSHS System's mandate;
10. Ensure compliance with 3-7-20 prescribed processing time for transactions;
11. Develop and foster a client feedback mechanism and client satisfaction measurement;
12. Report to ARTA the results of Client Satisfaction Survey until the last working day of April each year based on the guidelines of ARTA;
13. Coordinate with the offices within the Campus the dissemination of ARTA Information, Education, and Communication materials for public consumption;
14. Perform such other functions, duties and responsibilities under R.A. No. 11032 (amending R.A. No. 9845), its IRR, and other ARTA issuances.

This Order shall take effect immediately and shall remain in force unless revised or revoked by competent authority and/or appropriately modified.

  
**REX S. FORTEZA**  
Director III

cc: FAD, CID, SSD

/ocd

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**COMMITTEE ON ANTI-RED TAPE DIRECTORY**

<b>Name of Agency</b>		Philippine Science High School - CALABARZON Region Campus				
<b>Department Order</b>		Special Order No. 019 series of 2024				
<b>CART or SUBCART</b>		SUBCART				
NO.	NAME	CART DESIGNATION	POSITION / DESIGNATION / TITLE	OFFICE/ DEPARTMENT / DIVISION	EMAIL ADDRESS	CONTACT NUMBER
1	Madrona, Romeo Jr. M.	Chairperson	Special Science Teacher V	PSHS-CALABARZON RC	rmmadrona@cbzrc.pshs.edu.ph	0917-829-9484
2	Untalan, Jerald Elgene S.	Vice-Chairperson	Administrative Officer V	PSHS-CALABARZON RC	jsuntalan@cbzrc.pshs.edu.ph	0907-697-5485
3	Aguila, Arnel E.	Member	Accountant II	PSHS-CALABARZON RC	aeaguila@cbzrc.pshs.edu.ph	0926-885-0828
4	Gavina, Mary Angel L.	Member	Special Science Teacher V	PSHS-CALABARZON RC	mlgavina@cbzrc.pshs.edu.ph	0905-146-1316
5	Marasigan, Beverly Ann I.	Member	Information Systems Analyst II	PSHS-CALABARZON RC	brindicio@cbzrc.pshs.edu.ph	0909-388-6658
6	Mendizabal, Josah Maria Y.	Member	Administrative Aide VI	PSHS-CALABARZON RC	jymendizabal@cbzrc.pshs.edu.ph	0995-619-6320
7	Olivares, Reynier A.	Member	Special Science Teacher II	PSHS-CALABARZON RC	raolivares@cbzrc.pshs.edu.ph	0930-621-9129

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City  
Website: [www.cbzrc.pshs.edu.ph](http://www.cbzrc.pshs.edu.ph)

Trunkline: (043) 779-8320  
Tel/Fax No.: (043) 724-6199