



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR
JAN 10 2022
BY: *[Signature]* TIME:

ADVISORY NO. 001
SERIES OF 2021

FOR : ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

JAN 10 2022
80

SUBJECT: EXTENSION OF DEADLINE ON THE SUBMISSION OF THE INITIAL REENGINEERING PLAN IN LIGHT OF TYPHOON ODETTE

DATE: 31 DECEMBER 2021

In the exigency of service and pursuant to Presidential Proclamation No. 1267, series of 2021 dated 21 December 2021 declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X, and XIII, the Anti-Red Tape Authority, to give consideration to all affected agencies and provide allowable time for compliance, informs ALL covered government agencies that:

1. The deadline of the submission of the Initial Reengineering Plan is **EXTENDED to 31 JANUARY 2022 or 21 working days after the initial deadline which was set on 31 December 2021**. The extension shall apply to all covered government agencies.
2. Consistent with Section 5.9 of ARTA Memorandum Circular (MC) 2021-09 or the *Issuance of the Whole-of-Government Reengineering Manual*, agencies shall submit to the Authority an initial Reengineering Report that shall at the minimum contain the following:
 - i. Identified priority services for reengineering whether external services or internal services
 - ii. Current Status: number of steps, processing time, cost whichever is applicable
 - iii. Expected outcome: Projected/target reduction of steps, time, cost whichever is applicable
 - iv. Concerned agency, office, unit, division
 - v. Target clients

If the agency, prior to the release of the ARTA MC 2021-09 already has an existing reengineering plan, time and motion study and cost compliance analysis which are currently in the process of improving their services, this will be accepted as submission.

3. In line with the aforementioned, the Authority would like to reiterate that there is **no prescribed template or format for the initial Reengineering Plan**. However, the

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Republic of the Philippines - Department of Education - Cordillera Administrative Region - Regional Office - CAR



Republic of the Philippines
Department of Education
CORDILLERA ADMIN

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR
RECEIVED
JAN 13 2022
BY: *[Signature]* TIME:

January 12, 2022

To: The Schools Division Superintendents
All Divisions

For information and guidance.

FOR THE REGIONAL DIRECTOR:
[Signature]
CORNELIA D. ADACI-DULMUAN
Supervising Administrative Officer
Administrative Division

Admin/CDAD/EAA/mbp

agency shall ensure that their report at the minimum contains the five (5) required information stated above.

4. Agencies shall submit their respective report to the Authority through electronic filing. Only submissions made through the below link will be accepted:

<https://tinyurl.com/WOGReengineeringReport>

5. The remaining provisions stated in ARTA MC 2021-09 shall remain operative, subject to change as may be deemed necessary by the Authority and shall be issued through a supplemental Memorandum.

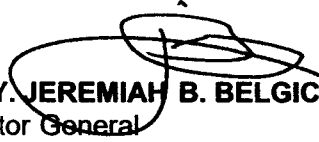
For information and compliance.

Recommending Approval:



ATTY. ERNESTO V. PEREZ, CPA
Deputy Director General for Operations

Approved:



ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General



MEMORANDUM CIRCULAR NO. 2021- 09
SERIES OF 2021

FOR : ALL HEADS OF GOVERNMENT OFFICES AND AGENCIES, INCLUDING LOCAL GOVERNMENT UNITS (LGUS), GOVERNMENT-OWNED-OR-CONTROLLED CORPORATIONS (GOCCS), AND OTHER GOVERNMENT INSTRUMENTALITIES

SUBJECT : ISSUANCE OF THE WHOLE-OF-GOVERNMENT REENGINEERING MANUAL

DATE : 25 June 2021

1. BACKGROUND

- 1.1. On 4 February 2020, the Authority signed into a Memorandum of Understanding (MOU) with the United Kingdom (UK) Government as part of the latter's ASEAN Regulatory Reform Programme. Part of the assistance is the provision of local consultancy service for the development of the Manual on the Whole-of-Government (WOG) Reengineering.
- 1.2. In March 2020, the Authority launched the Program NEHEMIA or the National Effort for the Harmonization of Efficient Measures of Inter-related Agencies as its flagship sectoral-based streamlining. The sectors included in the first phase of the program are: 1) the common towers and interconnectivity sector; 2) the socialized housing sector; 3) the food and pharmaceutical sector, 4) logistics sector, and 5) energy sector.
- 1.3. The Authority and the Consultant conducted the data-gathering for the crafting of the Manual with the five (5) sectors under the Program NEHEMIA Phase 1. Consequently, the Telecommunications Sector was duly selected for the pilot implementation of the Manual.
- 1.4. The Manual underwent a series of revisions and improvements based on coordination and consultation held with public and private stakeholders, the Authority's partner government agencies identified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 11032, namely the National Economic Development Authority (NEDA), the Department of Budget and Management (DBM), and the Civil Service Commission (CSC), and other relevant government agencies, including the Development Academy of the Philippines (DAP), Department of Information and Communications Technology (DICT), Department of the Interior and Local Government (DILG), Department of Finance (DOF) and Office of the Presidential Adviser on Streamlining of Government Process (OPASGP).

2. LEGAL BASIS

- 2.1. Pursuant to Section 5 of R.A. 11032, all government agencies and offices covered by the Act are mandated to regularly undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time. The reengineering process also entails an interagency review and harmonization of permitting and licensing laws, policies, regulations, and issuances to eliminate redundant and undue regulatory burdens to the transacting public.
- 2.2. Section 3, Rule III of the Implementing Rules and Regulations of R.A. 11032 provides that the Authority, in coordination with the National Economic Development Authority (NEDA), Department of Budget and Management (DBM), and Civil Service Commission (CSC), are authorized to issue implementing guidelines on the Whole-of-Government (WOG) Reengineering to guide agencies and offices in the streamlining and reengineering of their systems and procedure.

3. PURPOSE

This **Memorandum Circular** (Circular) is issued to provide information on the adoption and endorsement of the Whole-of-Government (WOG) Reengineering Manual to guide agencies and offices towards adopting a whole-of-government approach in the streamlining and reengineering of their systems and procedures in compliance with Section 5 of R.A. 11032.

4. COVERAGE

This **Circular** shall cover all government offices and agencies in the Executive Department including local government units (LGUs), government-owned-or-controlled corporations and other government instrumentalities, located in the Philippines or abroad, that provide services covering business-related and nonbusiness transactions.

5. GUIDELINES

All government agencies and offices covered under this Circular shall be guided of the following:

- 5.1 The Authority enjoins all government agencies to adopt the Whole-of-Government (WOG) Reengineering Manual as a tool in the reengineering of government services included herein as Annex A of this Circular.
- 5.2 The Authority in partnership with United Kingdom – Department for Business, Energy, and Industrial Strategy (BEIS) will conduct a training for the members of the Committee on Anti-Red Tape (CART) of agencies for the WOG Reengineering Manual for the Executive Departments, oversight agencies, and priority agencies under Program NEHEMIA to capacitate the agencies for the effective adoption of the WOG Reengineering Manual.



7. EFFECTIVITY

This **Circular** shall take effect upon publication and registration with the University of the Philippines-Office of the National Administrative Register.

RECOMMENDED BY:



ATTY. ERNESTO V. PEREZ, CPA
Deputy Director General for Operations

APPROVED BY:



ATTY. JEREMIAH B. BELGICA, REB, EnP
Director General