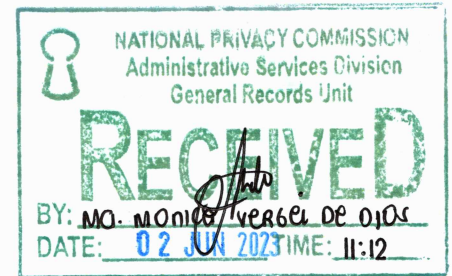




Republic of the Philippines
NATIONAL PRIVACY COMMISSION



**PRIVACY COMMISSION
 SPECIAL ORDER
 NO. 050 s. 2023**

**SUBJECT: RECONSTITUTION OF THE NATIONAL PRIVACY COMMISSION -
 COMMITTEE ON ANTI-RED TAPE (NPC-CART)**

In the exigency of the service, PCSO No. 091, s. 2021, entitled "Creation of the National Privacy Commission - Committee on Anti-Red Tape (NPC-CART)" is hereby reconstituted to be composed of the following officials and personnel:

NPC Committee on Anti-Red Tape		
Chairperson	Atty. Ivin Ronald D.M. Alzona	Executive Director
Vice-Chairperson:	Atty. Franklin Anthony M. Tabaquin, IV	Director IV, PPO
Committee Member/s:	Atty. Rainier Anthony M. Milanes	Division Chief, CMD
	Atty. Maria Theresita E. Patula	Director IV, LEO
	Atty. Ivy Grace T. Villasoto	Division Chief, PDD
<i>Sub-Committee on Regulatory Impact Assessment</i>		
	Atty. Ma. Josefina E. Mendoza (<i>Sub-Committee Head</i>)	Attorney IV, LD
	Mr. Conrad D.M. Dela Cruz	Information Technology Officer I, CMD
	Atty. Althea Therese T. Radovan	Attorney III, PRD
	Ms. Rodaiza D.G. Nonoy	DMO IV, PDD
	Ms. Kristine Danica S. Adis	Information Officer III, PIAD
<i>Sub-Committee on Public Information and Client Satisfaction</i>		
	Ms. Roren Marie M. Chin (<i>Sub-Committee Head</i>)	Division Chief, PIAD
	Ms. Rosaly B. Santos	Division Chief, HRDD
	Atty. Annabel F. Hernandez	Attorney III, CMD

Ref No.: FPMD-23-00396

NPC_FAO_HRDD_PCSO_V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

	Ms. Susana O. Abada	Information Officer IV, <i>PIAD</i>
	Ms. Ma. Aiza Patricia G. Acoba	Information Officer I, <i>PIAD</i>
	<i>Sub-Committee on Ease of Doing Business (EoDB) Compliance</i>	
	Atty. Manuel C. Satuito (<i>Sub-Committee Head</i>)	Director IV, <i>FAO</i>
	Mr. Erwin D. Espenilla	Head Executive Assistant, <i>OPC</i>
	Ms. Marilou C. Leelian	Division Chief, <i>FPMD</i>
	Mr. Marlon Ruben N. Fabricante	Division Chief, <i>ASD</i>
	Atty. Rasiele Rebekah D.L. Rellosa-Saguiguit	Division Chief, <i>LD</i>
	<i>Sub-Committee on ICT Support</i>	
	Ms. Robelyn M. Cruz (<i>Sub-Committee Head</i>)	Information Technology Officer II, <i>IMISU</i>
	Mr. Lennard A. Plandor	Information Technology Officer II, <i>IMISU</i>
Secretariat Head	Ms. Maria Donabella A. Tavora	Supervising Administrative Officer, <i>HRDD</i>
Assistant Head Secretariat	Mr. Timothy Ralph R. Gamurot	Executive Assistant III, <i>OED</i>
Secretariat Member/s:	Mr. Gil Albert M. Mazo	Administrative Officer V, <i>HRDD</i>
	Ms. Fionamae Hilda V. Abainza	Administrative Officer IV, <i>FPMD</i>

The NPC-CART shall ensure that the Commission complies with the requirements of R.A. No. 11032, its IRR, subsequent issuances by the Anti-Red Tape Authority (ARTA) and ARTA Memorandum Circular No. 2020-07, s. 2020, as may be applicable. This pertains to the conduct of the following duties and responsibilities:

1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the Commission's services, and reengineering the same;
2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by ARTA:
 - a. Notify the ARTA of every formulation, modification, and repeal of regulations, ordinances or other related issuances;

- b. Conduct post-implementation assessment and review of existing regulations, ordinances or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - c. Prepare a Preliminary Impact Assessment (PIA) whenever there is an intent to formulate, modify, or repeal a regulation and submit to ARTA;
 - d. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to ARTA for review and assessment;
 - e. Refer to ARTA's policy option recommendations to the appropriate decision-makers within the Commission;
 - f. Submit an inventory and electronic copies of all existing (both in-effect and repealed) regulations and issuances to populate the Philippine Business Regulation Information System (PBRIS).
3. Ensure effective knowledge transfer, or information dissemination among Commission personnel on ARTA-related trainings, briefings, or such related matters obtained by the personnel within sixty (60) days from the end of the training;
4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - a. UP Office of National Administrative Register (UP ONAR); and
 - b. Official Gazette for publication.
5. Set-up the most current and updated service standards and indicate in the Citizen's Charter in accordance with the prescribed template issued by ARTA, and submit the same to ARTA to populate the Anti-Red Tape Electronic Management Information System (ARTEMIS);
6. Monitor and periodically review the Commission's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
7. Ensure that an updated Citizen's Charter, should there be any changes, is posted not later than March 31 of each year;
8. Ensure compliance of the Commission on the zero-contact policy in accordance with the law;
9. Ensure compliance of the Commission's external and internal services within the prescribed processing time as mandated by R.A. No. 11032 or the Commission's mandate under the Data Privacy Act of 2012;
10. Develop and foster a client feedback mechanism and client satisfaction measurement;
11. Report to ARTA not later than the last working of January of each year the results of the Client Satisfaction Survey for each service based on the relevant guidelines of ARTA;
12. Establish and manage a public assistance complaints desk or ARTA Helpdesk to effectively receive complaints, feedback and monitor customer satisfaction via hotline numbers, short message service (SMS), information and communications technology,

or other mechanisms where clients may adequately express their complaints, comments, or suggestions. The NPC-CART must ensure that complaints forwarded by the Presidential Action Center, Civil Service Commission's Contact Center ng Bayan, and Complaints Action Center of ARTA are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within the Commission;

13. Serves as the overall coordinating body for the establishment of an Electronic Business One Stop Shop (e-BOSS) in compliance with the mandate under R.A. No. 11032, its IRR, and other issuances by ARTA. The NPC-CART must facilitate the and assist various offices involved during the development and implementation of e-BOSS including logistical and personnel requirements, security of the system, development of communication plan, implementation of contingency measures, and protection of data and information, as applicable;
14. Coordinate with the Public Information and Assistance Division the dissemination of ARTA Information, Education, and Communication materials for public consumption; and
15. Perform such other functions, duties and responsibilities under R.A. No. 11032 (amending R.A. No. 9485), its IRR and other issuances issued by ARTA.

Sub-Committee on Regulatory Impact Assessment

1. Assist in the conduct of RIA for the proposal of new regulations. Existing regulations can also be subjected to RIA for the purpose of improving regulatory quality;
2. Participate or designate attendance to RIA-related trainings; and
3. Manage or conduct Technical Learning Sessions to NPC-CART Members and other concerned personnel as may be necessary or warranted under existing rules and regulations.
4. Perform such other related functions or as may be directed by the NPC-CART Chairperson.

Sub-Committee on Public Information and Client Satisfaction

1. Assist in the uploading in the website and submission of Citizen's Charter and ARTA documentary requirements;
2. Prepare and develop a client feedback mechanism and client satisfaction measurement;
3. Ensure dissemination of both printed and digital ARTA IEC materials for public consumption and perform other related functions;
4. Assist in the uploading and submission of Citizen's Charter and ARTA documentary requirements;
5. Prepare and develop a client feedback mechanism and client satisfaction measurement;
6. Ensure dissemination of both printed and digital ARTA IEC materials for public consumption and;
7. Perform such other related functions or as may be directed by the NPC-CART Chairperson.

Sub-Committee on Ease of Doing Business (EoDB) Compliance

1. Monitor compliance of all offices/divisions concerned for updating and timely reporting;
2. Oversee the review, consolidation, and finalization of the Citizen's Charter;
3. Assist in accommodating public assistance complaints desk or ARTA Helpdesk; and
4. Perform such other related functions or as may be directed by the NPC-CART Chairperson.

The NPC-CART Secretariat shall have the following duties and responsibilities:

1. Prepare notices of meeting to all members of the committee;
2. Prepare the calendar of business of committee meetings;
3. Prepare minutes of committee meetings and corresponding communications;
4. Maintain the records of committee deliberations and other related documents; and
5. Perform such other related functions or as may be directed by the NPC-CART Chairperson.

This Order shall take effect immediately and shall remain in force unless otherwise amended or revoked. All issuances inconsistent herewith are hereby modified or revoked accordingly.



ATTY. JOHN HENRY D. NAGA
Privacy Commissioner

Date: 07 JUN 2023
