



February 26, 2024

OFFICE ORDER

No. **12** s., 02-2024

To : **All Concerned**

Subject : **Amendment to the Composition of University Anti-Red Tape Unit**

1. In reference to the ANTI RED TAPE AUTHORITY (ARTA) Memorandum Circular No. 2023-08 series of 2023 dated November 22, 2023, which provides amendments on certain provisions of ARTA MC No. 2020-07 or the Guidelines on the Designation of a Committee on Anti-Red Tape (CART), the following are hereby designated in the University Anti-Red Tape Unit (ARTU):

Chair : Dr. Allan E. Conde, VP for Academic Affairs
Co-Chair : Dr. Marvin P. Amoin, VP for Administration and Finance
Members : Prof. Ruby San Juan, Director OSDS
Ms. Marlene S. Julian, University Registrar
Ms. Eva B. Natividad, University Cashier
Dr. Edna C. Maycacayan, Head Health Unit
Mr. Jerwin V. Patangui, Head University HRMO
Ms. Anna Minia Lourdes C. Martinez, Head, University Library
Ms. Blesilda P. Obias, Records Officer

Campus Focal Person:

Dr. Norma F. Elvina, Campus Director Angono
Dr. Danilo M. Pascual, Campus Director Antipolo
Dr. Joanne S. Concepcion, Campus Director Binangonan
Prof. Enrique L. Villones, Campus Director, Cainta
Dr. Juan O. Abarro, Campus Director, Cardona
Dr. Xenia B. Canale, Campus Director, Morong
Dr. Ariel M. Plantilla, Campus Director, Pililla
Dr. Florante J. Mercado, Campus Director, Rodriguez
Dr. Namerod F. Mateo, Campus Director, Tanay
Prf. Janice L. Hilao, Campus Director, Taytay

2. The University ARTU shall have the following duties and responsibilities:

- 2.1 Ensure the compliance of the University to RA 11032 and its Implementing Rules and Regulations, specifically with regards to Section 5 of the Act and Section 1, Rule III of the IRR on the need to reengineer systems and procedures within the University;

Nurturing Tomorrow's Noblest



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

- 2.2 Review and update the University's Citizens Charters; and;
 - 2.3 Submit to the ARTA the University's certificate of Compliance, Zero Backlog Report and Client Satisfaction Measurement Report.
3. For information and guidance.

NANCY T. PASCUAL, Ed.D., RGC
University President