

OFFICE ORDER NO. 2020-026

TO : ALL CONCERNED

SUBJECT : CREATION OF TPB ANTI-RED TAPE UNIT

DATE : 26 June 2020

Pursuant to Ant-Red Tape Authority (ARTA) Memorandum Circular No. 2019-002 Item nos. 6.4.1, the following are the designated members of the Tourism Promotions Board (TPB) Anti-Red Tape Unit (ARTU):

	COMPOSITION	ROLE/ FUNCTIONS
Responsible Office	Office of the Deputy Chief Operating Officer for Corporate Affairs	a. Ensure the compliance of the agency to RA 11032 and its IRR, specifically with regard to Section 5 of RA 11032 and Section 1, Rule III of the IRR on the need to re-engineer systems and procedures within the agency.
Chairperson	Deputy Chief Operating Officer for Corporate Affairs	a. Convene the ARTU based on the expected deliverables and timeline set or as schedule if deemed necessary; b. Conduct final review of the processes submitted to ensure compliance with the existing laws and guidelines; and c. Review and endorse documentation of compliance to the Chief Operating Officer for approval.

	COMPOSITION	ROLE/ FUNCTIONS
Members	<ol style="list-style-type: none"> 1. Department Manager, Corporate Planning and Business Development Department 2. Attorney IV, Legal Department 3. Department Manager, Administrative Department 	<ol style="list-style-type: none"> a. Convene for the review of the submitted updated process vis-à-vis the existing guidelines and make necessary actions; b. Review the following required output prior to approval of the Chairperson: <ul style="list-style-type: none"> - Handbook - Information Billboard - Posting at TPB website
Secretariat Head Member	<ol style="list-style-type: none"> 1. Executive Assistant III, Office of Deputy Chief Operating Officer for Corporate Affairs 2. TPB ISO-Quality Management System Team 3. HRMO II, Personnel and Human Resources Development Division 	<ol style="list-style-type: none"> a. Monitor the existing compliance of TPB to RA 11032 and ARTA MC No. 2019-002 and current applicable issuances; b. Initiate instruction to all TPB offices through a memorandum signed by the Chairperson for the updating of their respective processes based on the timelines set in ARTA MC No. 2019-002 and current applicable issuances; c. Consolidate submissions and translate to the following based on the requirements of the existing guidelines: <ul style="list-style-type: none"> - Handbook - Information Billboard - Posting at TPB website d. Facilitate documentation and submission to ARTA based on existing guidelines

The TPB ARTU is tasked with the following pursuant to Item no. 6.4.2 of the MC to wit:

6.4.2 The ARTU of the agency shall ensure the compliance of the Agency to RA 11032¹ and its IRR, specifically with regard to Section 5 of RA 11032 and Section 1, Rule III of the IRR on the need to reengineer systems and procedures within the agency.

The TPB Citizen's Charter 2019 1st Edition was approved and submitted to the Anti-Red Tape Authority (ARTA) on 12 May 2020. The next review shall be conducted in 2021 and shall be submitted to ARTA not later than March 31st of every year. Compliance for submission are as follows:

1. Information Billboard to be displayed/ posted at the office entrance
2. Printed TPB Citizen's Charter Handbook
3. PDF of the Handbook to be posted at the TPB website

For your compliance.


MARIA ANTHONETTE C. VELASCO-ALLONES
Chief Operating Officer 
Tourism Promotions Board

¹ RA 11032 and its IRR