



Republic of the Philippines  
Department of Transportation  
**PHILIPPINE RAILWAYS INSTITUTE**



**PRI Office Order No. 3, s. 2025**

**SUBJECT : AN ORDER ESTABLISHING THE PRI's COMMITTEE ON ANTI-RED TAPE (CART)**

**DATE : 14 JULY 2025**

In compliance with Republic Act (RA) No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-07, and the Department of Transportation – Central Office's (DOTr-CO) Anti-Red Tape (ART) policies pursuant to MC Nos. 2014-030 and 2022-021, and in view of the PRI's continuing efforts in enhancing institutional efficiency and ensuring streamlined processes, the PRI's CART is hereby established.

The PRI's CART shall be under the overall supervision of the Executive Director (ED). It shall perform the duties and responsibilities, *to wit*:

1. Ensure compliance with RA No. 11032, ARTA regulatory guidelines, and ART policies developed and implemented by the DOTr-CO.
2. Review, approve, and implement ART policies within the PRI.
3. Monitor the PRI's compliance with zero-contact policies in accordance with the law.
4. Coordinate with the DOTr-CO's CART on the following matters:
  - a. notifying the ARTA on all formulated, modified, or repealed regulations, conducting post-implementation assessments, and undertaking Regulatory Impact Assessments (RIA);
  - b. preparation and submission of regulatory impact documents, including Preliminary Impact Assessments (PIA) and Regulatory Impact Statements (RIS), to the ARTA for review whenever there is an intent to formulate, modify, or repeal a regulation;
  - c. maintaining an updated inventory of regulations and submission of electronic copies to the Philippine Business Regulation Information System (PBRIS); and
  - d. implementation of the Electronic Business One Stop Shop (e-BOSS) within the PRI in compliance with RA No. 11032, where the PRI's CART shall facilitate and assist the divisions/sections involved in the implementation of the e-BOSS including logistics, personnel, security, communications, and data protection requirements.
5. Coordinate with the various divisions/sections/committees/teams of the PRI, as follows:

- a. QMS refers to Quality Management Systems which is the structured approach that encompasses all activities and processes of PRI to achieve and maintain a desired level of quality in service delivery;
  - b. QMS Planning Team on updating and posting of the Citizen's Charter not later than March 31st of each year;
  - c. Public Assistance Team on the management of the Public Assistance Complaints Desk or ARTA Helpdesk, which shall effectively handle client feedback and complaints, and for this purpose, complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and the DOTr-CO's Complaints Action Center are acknowledged, received, responded to and/or acted upon within the designated period;
  - d. Administrative and Finance Section (AFS) on the submission of an annual Client Satisfaction Survey Report to the ARTA by the last working day of January;
  - e. Media and Public Affairs Team on communicating the PRI's efforts on ARTA-related policies, including public awareness and compliance campaigns; and
  - f. PRI's divisions and sections on the:
    - i. compliance of internal and external services with the prescribed processing times as mandated by RA No. 11032; and
    - ii. development, management, and continuous improvement of a client feedback mechanism to track and improve service satisfaction.
6. Facilitate knowledge transfer on ARTA-related policies by ensuring that PRI personnel undergo briefings or training, with information disseminated within sixty (60) days of completion of the training.
  7. Register new regulations and issuances with the UP Office of National Administrative Register and Official Gazette, as applicable, within fifteen (15) days of its issuance.
  8. Conduct regular monthly meetings to review the implementation of anti-red tape initiatives, monitor compliance across divisions, and discuss issues or concerns related to RA No. 11032, its Implementing Rules, and Regulations, and other ARTA issuances. The CART shall document the proceedings and submit a quarterly report to the Executive Director, summarizing accomplishments, challenges encountered, and recommended actions. These reports shall serve as the basis for evaluating the effectiveness of CART activities and for guiding improvements in its compliance efforts.
  9. Perform other functions under RA No. 11032, its Implementing Rules, and Regulations, and other ARTA issuances.

As such, the following personnel are designated to perform the duties and responsibilities of the CART, in addition to their existing functions in the PRI:

Designation	Name of Personnel
Chairperson	Executive Director, PRI
Vice-Chairperson	Chief Transportation Regulation Officer, Certification and Accreditation Division (CAD)
Members	Chief Transportation Development Officer, Research and Development Division (RDD)
	Chief Transportation Development Officer, Training Division (TD)
	Officer-in-Charge, Administrative and Finance Section
	Attorney IV, CAD
	Attorney III, CAD
	Supervising Transportation Development Officer, RDD - Planning and Research Section
	Overall Team Head, Internal Quality Audit Team
	Head, Information Systems Committee
	Head, Document Management Team
	Head, Human Resources Management Team
	Head, Public Assistance Team

The designated personnel shall perform their assigned roles in accordance with this Order and relevant ARTA issuances. In addition to their existing functions in the PRI, the members of the CART shall undertake the following responsibilities:

- a. **Chairperson** - Leads the CART, presides over meetings, provides strategic direction, and ensures timely endorsement of compliance findings and recommendations to top management.
- b. **Vice-Chairperson** - Supports the Chairperson in all functions and assumes leadership when the Chairperson is unavailable. Coordinates inter-divisional



collaboration for compliance efforts.

- c. **Members** – Actively participate in meetings and review sessions; contribute to the conduct of internal assessments and evaluation of compliance measures; assist in the preparation and review of reports; and ensure their respective divisions align with the requirements of RA 11032 and relevant ARTA directives.

To support decentralized compliance implementation, each division or department shall designate an ARTA focal person or compliance officer who will serve as the primary liaison for CART-related activities. These focal persons shall be responsible for monitoring division-level compliance, coordinating submissions, and facilitating communication between their units and the CART.

This Office Order takes effect immediately and supersedes all previous issuances inconsistent herewith.

  
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Undersecretary, DOTr/  
Acting Executive Director, PRI

APPROVED:

  
VIVENCIO B. DIZON  
Secretary

