



Office of the University President

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MEMORANDUM ORDER No. 5
Series of 2025

SUBJECT: STRENGTHENING AND PRESCRIBING THE CONSTITUTION, DUTIES AND FUNCTIONS OF THE COMMITTEE ON ANTI-RED TAPE OF CEBU NORMAL UNIVERSITY (CNU-CART) AND FOR THIS PURPOSE, AMENDING/SUPPLEMENTING ISSUANCES INCONSISTENT HEREOF, AND FOR OTHER PURPOSES

1.0 Pursuant to the powers, duties and authority vested unto the University President as expressly mandated by relevant laws, rules and regulations, among others, Republic Act (R.A.) No. 8292¹ specifically Section 6² thereof and Section 1, Rule VII of its IRR embodied under CHED CMO No. 07, s. 2022³, R R.A. No. 8688⁴ specifically Section 7⁵ thereof, Section 48, Rule VII of the 2024 Implementing Rules and Regulations of R.A. No. 8688⁶, the University Code⁷ specifically Section 3⁸, Article 7 thereof, the 2023 Revised Organizational Structure approved per Board Resolution No. 123, s. 2023⁹, Board Resolution No. 133, s. 2023¹⁰, 2024 Internal Rules of Procedure of the CNU Board of Regents¹¹ specifically Section 62, Rule 10 thereof, Republic Act No. 11032¹² and its Implementing Rules and Regulations and appropriate issuances by the Anti-Red Tape Authority (Authority), and such applicable laws, rules and regulations, in the best interest and exigency of the service, subject to the confirmation/ratification by the CNU Board of Regents, the constitution of the Committee on Anti-Red Tape of Cebu Normal University hereinafter referred to as the CNU-CART is hereby strengthened with the following composition:

- Chairperson:**
Alternate Chair:
(Working)
Vice Chairs:

University President or Authorized Representative
Vice President for Administration, Finance and External Affairs
Vice President for Research, Publication, Innovation, Commercialization and Extension
Vice President for Academic Affairs
Vice President for Special Needs, Early Childhood Education, Internationalization and Lifelong Learning
- Members:**
Dean, College of Teacher Education

¹ AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES.

² Section 6. *The Administration.* – The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. XXXXXXX

³ “The 2022 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 8292, Amending CHED Memorandum Order (CMO) No. 03, Series of 2001: The 2001 Revised Implementing Rules and Regulations of RA No. 8292, The “Higher Education Modernization Act of 1997”.

⁴ AN ACT CONVERTING THE CEBU STATE COLLEGE INTO A STATE UNIVERSITY TO BE KNOWN AS THE CEBU NORMAL UNIVERSITY, AND APPROPRIATING FUNDS THEREFOR.

⁵ Section 7. xxxxxxxx The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the president of the State University insofar as authorized by the Board.

⁶ Approved per Board Resolution No. 306, s. 2024 adopted on 15 October 2024.

⁷ Approved per Board Resolution No. 118, series of 2017.

⁸ The powers and duties of the University President shall be those pertaining to the office of the president and those delegated by the Board of Regents.

⁹ Approving the Proposed 2023 Revised Organizational Structure of Cebu Normal University, Subject to the Compliance of the Suggestions of the CNU Board of Regents.

¹⁰ Confirming The Ratification Of The Duties And Functions Of The University President As Indicated In The Position Description Form (Copy Hereto Attached) Which Will Be Incorporated In The Individual Performance Commitment Review (IPCR) Based On The Terms And Reference Stipulated In The Civil Service Commission Memorandum Circular No. 6, S. 2012.

¹¹ Approved per Board Resolution No. 149, s. 2024 adopted on 14 June 2024.

¹² Ease of Doing Business and Efficient Government Services Delivery Act of 2018.



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Head, Testing, Admission, Guidance & Counseling Services
Head, Records Unit
Head, Procurement Unit
Head, Cash Unit
Head, General Service Unit
Head, Property, Supply and Management Unit
Head, Medical Services
Head, Dental Services
Head, Education Sustainable Development
Supervisor, MM Liaison and Coordination Office
Chair, LUDIP & PIP/TRIP
Coordinator, Engineering
President, Federation of Faculty Associations, Inc.
President, Federation of Student Councils
Executive Assistant III, Office of the University President

Secretariat: Staff of the Quality Assurance Unit
Other Staff to be designated by the University President

- 2.0 Pursuant to ARTA Memorandum Circular No. 2020-07, s. 2020¹³ and as may be provided for under the University Code and appropriate manuals of the University duly approved by the CNU Board of Regents, and such applicable laws, rules and regulations, the duly constituted CNU-CART shall ensure the compliance of University with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority thus, it shall perform the following the following duties and functions, in relation to the said requirements, which pertain to:
- 2.1. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of all the University's services, and reengineering the same;
- 2.2. Subject to the Guidelines/National Policy on Regulatory Management System to be issued by the ARTA:
- 2.2.1. Notify the ARTA of every formulation, modification, and repeal of regulations or other related issuances;
- 2.2.2. Conduct post-implementation assessment and review of existing regulations or other related issuances, undertake Regulatory Impact Assessment (RIA);
- 2.2.3. Prepare a Preliminary Impact Assessment whenever there is an intent to formulate, modify, or repeal a regulation and submit to ARTA;
- 2.2.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
- 2.2.5. Refer to ARTA's policy option recommendations to the appropriate decision-makers within the Agency;

¹³ Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies Concerned in Compliance with Republic Act (RA) No. 11032, Otherwise Known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2016" and its Implementing Rules and Regulations (IRR).





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 - 2.2.1. Notify the ARTA of every formulation, modification, and repeal of regulations or other related issuances;
 - 2.2.2. Conduct post-implementation assessment and review of existing regulations or other related issuances, undertake Regulatory Impact Assessment (RIA);
 - 2.2.3. Prepare a Preliminary Impact Assessment whenever there is an intent to formulate, modify, or repeal a regulation and submit to ARTA;
 - 2.2.4. Produce a Regulatory Impact Statement (RIS) upon completion of each RIA and submit to the Authority for review and assessment;
 - 2.2.5. Refer to ARTA's policy option recommendations to the appropriate decision-makers within the Agency;

¹³ Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies Concerned in Compliance with Republic Act (RA) No. 11032, Otherwise Known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2016" and its Implementing Rules and Regulations (IRR).





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- 2.2.6. 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).
- 2.3. Ensure effective knowledge transfer, or information dissemination among office employees on ARTA-related trainings, briefings, or such related matters obtained by office staff within sixty (60) days from the end of the training;
- 2.4. Register new regulations and issuances to the following, if applicable, within fifteen (15) days from issuance:
 - 2.4.1. UP Office of National Administrative Register (UP ONAR), and
 - 2.4.2. Official Gazette for publication;
- 2.5. Set up the most current and updated service standards and indicate in the Citizen's Charter in accordance to the prescribed template issued by the Authority, and submit the same to the Authority to populate the Anti-Red Tape Electronic Management Information Systems (ARTEMIS);
- 2.6. Monitor and periodically review the office or University's Citizen's Charter, specifically: procedures/steps, time, documentary requirements, and fees;
- 2.7. Ensure that an updated Citizen's Charter, should there be any change, is posted not later than March 31st of each year;
- 2.8. Ensure the compliance of the University on the zero-contact policy in accordance with the law;
- 2.9. Ensure the compliance of the University's external and internal services with the prescribed processing time as mandated by R.A. No. 11032 or the Agency's mandate under special law;
- 2.10. Develop and foster a client feedback mechanism and client satisfaction measurement;
- 2.11. Report to ARTA not later than the last working day of January of each year the results of the Client Satisfaction Survey for each service based on the guidelines issued by ARTA;
- 2.12. 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 communication technology, or other mechanisms where clients may adequately express their complaints forwarded by the Presidential Complaints Center, Civil Service Commission's Contact Center ng Bayan, and ARTA's Complaints Action Center are acknowledged, received, responded to and/or acted upon within the designated period by the intended recipient within the University;
- 2.13. Serve as overall coordinating body for the establishment of an Electronic One Stop Shop (e-BOSS) in compliance with the mandate under R.A. No. 11032,





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its IRR, and other ARTA issuances. The PIA CART must facilitate and assist various departments and offices involved during the development and implementation of e-BOSS, including logistical and personnel requirements, security of the system, development of a communication plan, implementation of contingency measures, and protection of data and information, as applicable;

2.14. Coordinate with the University's offices the dissemination of ARTA Information, Education, and Communication materials for public consumption; and

2.15. Perform such other functions, duties and responsibilities under R.A. No. 11032 (amending R.A. No. 9485), its IRR, and other ARTA issuances and/or as the University President or CNU Board of Regents may determine from time to time.

3.0 The assumption to office of the concerned Officials, Faculty Members or Employees of the University to the CNU-CART shall be automatic from the effectivity of their respective appointments or designations except, as may be expressly determined by existing laws, rules and regulations.

4.0 The Membership or designation of the Officials, Faculty Members or Employees to the CNU-CART carries with it no extra compensation, except as may be provided for under appropriate service manuals and policies approved by the CNU Board of Regents, and applicable civil service laws, rules and regulations.

Provided, however, That the membership or designation shall not preclude the University President and/or CNU Board of Regents in prescribing additional and subsequent assignments or designations, in concurrent capacity.

5.0 The Membership or designation to the CNU-CART shall be valid for a period of one (1) year effective issuance of this Memorandum Order or appropriate Special Order or issuance by the University President, without prejudice to a re-designation and/or early termination by the University President and/or as provided for under relevant civil laws, rules and regulations: *provided*, that the Chairperson, Vice Chairperson, Members and Secretary shall continue to perform their duties and functions in hold-over capacity until their respective successors are designated, subject to applicable laws, rules and regulations.

6.0 The pertinent provisions of R.A. No. 11032, ARTA Memorandum Circular No. 2020-07, s. 2020, and such applicable laws, rules and regulations, and jurisprudence shall be applied suppletory to and serve as the governing guidelines of this Memorandum Order and its Implementing Rules and Regulations.

7.0 Violation/s of this Memorandum Order by any person/s is/are considered an administrative offense which shall be dealt with accordingly, without prejudice of filing appropriate civil and criminal case/s, in accordance with the provisions of the CSC Resolution No. 1701077 promulgated on July 3, 2017, and subsequent issuances thereof, applicable CNU policies, civil service laws, and existing rules and jurisprudence.





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- 8.0 The provisions of this Memorandum Order are hereby declared separable. In the event that any provision hereof is rendered unconstitutional or invalid, those that are not affected shall remain valid and effective.
- 9.0 This Memorandum Order and/or its Implementing Rules and Regulations issued by the University President may be amended and/or revised by the University President and/or as the CNU Board of Regents may determine.
- 10.0 This Memorandum Order shall be disseminated, the widest possible through posting or publication at the UP Office of National Administrative Register (UP ONAR) or Official Gazette and/or official CNU website and Facebook and in the bulletin boards and other conspicuous places in the CNU Campuses, to all concerned for their information, proper guidance, and compliance.
- 11.0 This Memorandum Circular shall supplement, clarify, or amend or modify and supersede Memorandum Order No. 06, s. 2024¹⁴ issued on 26 February 2024, and pertinent provisions of related policies of the University and such instructions or issuances by the University President inconsistent hereof. In case of conflict, the pertinent provisions of this Memorandum Order shall prevail over any previous orders, circulars, memoranda, issuances and instructions as enunciated under **Mecano v. COA**¹⁵ except, those functions and duties prescribed by legislative delegation.
- 12.0 This Memorandum Circular shall take effect immediately until sooner modified, revoked, or rescinded by the University President and/or CNU Board of Regents.

For your information, usual cooperation and compliance.

Issued this 18th day of January 2025 at the Office of the University President, Cebu Normal University, Cebu City, Philippines.


DANIEL A. ARIASO SR, PhD, CESO II
SUC President III

Copy furnished:

_____ Vice Presidents	_____ College Deans	_____ Directors
_____ Campus Directors	_____ University/Board Secretary	_____ HRMU
_____ 201 File of the Chair, Vice Chair and Members of the CNU-CART		_____ COA Resident Auditor
_____ Heads/Chiefs/Coordinators	_____ Others Concerned	_____ Anti-Red Tape Authority
_____ Civil Service Commission		
_____ File		

¹⁴ PRESCRIBING THE CONSTITUTION, DUTIES AND FUNCTIONS OF THE COMMITTEE ON ANTI-RED TAPE OF CEBU NORMAL UNIVERSITY (CNU-CART) AND FOR THIS PURPOSE, AMENDING/SUPPLEMENTING ISSUANCES INCONSISTENT HEREOF, AND FOR OTHER PURPOSES.

¹⁵ **Antonio A. Mecano v. Commission on Audit**, G.R. No. 103982 December 11, 1992 citing *Posadas vs. National City Bank*, 296 U.S. 497, 80 L. Ed. 351 (1935); *Maceda vs. Macaraig*, 197 SCRA 771 (1991); and *Villegas vs. Subido*, 41 SCRA 190 (1971), the Supreme Court clearly rules:

"Repeal by implication proceeds on the premise that where a statute of later date clearly reveals an intention on the part of the legislature to abrogate a prior act on the subject, that intention must be given effect. Hence, before there can be a repeal, there must be a clear showing on the part of the lawmaker that the intent in enacting the new law was to abrogate the old one. The intention to repeal must be clear and manifest; otherwise, at least, as a general rule, the later act is to be construed as a continuation of, and not a substitute for, the first act and will continue so far as the two acts are the same from the time of the first enactment.

There are two categories of repeal by implication. The first is where provisions in the two acts on the same subject matter are in an irreconcilable conflict, the later act to the extent of the conflict constitutes an implied repeal of the earlier one. The second is if the later act covers the whole subject of the earlier one and is clearly intended as a substitute, it will operate to repeal the earlier law.

Implied repeal by irreconcilable inconsistency takes place when the two statutes cover the same subject matter; they are so clearly inconsistent and incompatible with each other that they cannot be reconciled or harmonized; and both cannot be given effect, that is, that one law cannot be enforced without nullifying the other."

