



EXECUTIVE ORDER NO. 07

Series of 2025

REORGANIZING THE COMMITTEE ON ANTI-RED TAPE (CART) OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS, LAGUNA

WHEREAS, pursuant to Section 5 of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", all offices and agencies which provide government services are mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time;

WHEREAS, Section 8 of the said law states that "The head of the office and agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service. All transactions and processes are deemed to have been made with permission and clearance from the highest authority having jurisdiction over the government office or agency concerned";

WHEREAS, Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2023-08 dated November 22, 2023 amends certain provisions of the ARTA MC No. 2020-07 dated September 30, 2020 pertaining to the guidelines on the designation of a Committee on Anti-Red Tape (CART);

WHEREAS, there is a need to reorganize the CART due to the change in administration as a result of the May 12, 2025 National and Local Elections;

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law do hereby order the reorganization of the CART, to wit:

Section 1. COMPOSITION. The CART shall be composed of the following:

Chairperson Hon. Neil Andrew N. Nocon
Municipal Mayor

Vice Chairperson Atty. Virgilio A. Tiongson, Jr.
Municipal Administrator

Members:	Hon. Jay G. Rolusta	Municipal Councilor/Chair Committee on Rules
	Mr. Anatoly M. Guinto	EAV/Chief of Staff
	Engr. Oliver D. Manaig	Municipal Assessor
	Engr. Ricky R. Estopace	Municipal Engineer/ Building Official
	Dr. Alvin A. Isidoro	Municipal Health Officer
	Ms. Maria Luisa G. Diaz	Municipal Treasurer
	Ms. Lillian T. Agoncillo	MGDH (Records Officer)
	Ms. Twila T. Torres	MPDC
	Mr. Antonio L. Adille IV	ICSO Head
Secretariat	Municipal Human Resource and Management Office	

Section 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES.

The CART shall ensure that the municipal government shall comply with the requirements of RA No. 11032, its IRR and subsequent issuances, as may be applicable, as enumerated in ARTA MC No. 2023-08.

The Secretariat to the CART shall be responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.

Section 3. FUNDING. All costs pertaining to the operations of the CART shall be chargeable against available local funds and resources, subject to the usual accounting and auditing rules.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately and shall be in full force and effect until otherwise revoked.

DONE this 5th day of August, 2025 at Los Baños, Laguna.



HON. NEIL ANDREW N. NOCON
Municipal Mayor



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

RECORDS DEPARTMENT

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3016



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NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	HON. NIEL ANDREW N. NOCON MAYOR- Chairperson	Bayat	8-06-25	
2	ATTY. VIRGILIO TIONGSON, JR. Municipal Administrators Office Vice Chairperson	Patrick	8-06-25	
3	HON. JAY G. ROLUSTA Municipal Councilor/ Chair Committee on Rules	Berna	08-06-25	
4	MR. ANATOLY P. GUINTO EAV/Chief of staff	Anatoly Guinto	8-06-25	
5	MS. TWILA T. TORRES MPDO	BERNADINE MARANAN	8/06/25	
6	ENGR. RICKY R. ESTOPACE Municipal Engineer	Marissa M. Esguerra	8/06/25	
7	DR. ALVIN A. ISIDORO Municipal Health Officer	MICHAELA N. MORALES	08/06/25	
8	ENGR. OLIVER D. MANAIG Municipal Assessor	LIRA M. LONTOC	8/06/25	
9	MS. MARIA LUISA G. DIAZ Municipal Treasurer	Leah	AUG 06 2025	



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10	MS. LILLIAN T. AGONCILLO MGDH – Records Officer	KRISTINE G. MORA Administrative Assistant I	3-6-25	
11	MR. ANTONIO L. ADILLE IV ICSO Head	Alli	8-6-25	