



Republic of the Philippines
BATANGAS STATE UNIVERSITY

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HUMAN RESOURCE MANAGEMENT OFFICE

HR Advisory No. 5. s. 2020

TO : All Colleges and Offices

SUBJECT : Compliance with The Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-02, series of 2020

DATE : February 26, 2020

The ARTA, on 14 February 2020, issued Memorandum Circular (MC) No. 2020-02, series 2020¹ reminding all government agencies to strictly implement the 3-7-20 Day Rule per Republic Act (RA) 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

The aforesaid MC also directs all government agencies to:

1. immediately conduct an inventory of all pending simple, complex and highly technical transactions as of this date and which are pending beyond the prescribed processing time per the Citizen's Charter;
2. issue/release the application or request as automatically approved or automatically extended if these are still pending beyond the prescribed processing time; and
3. submit a report of all application, request, license, certification, permit, clearance, or authorization which will be issued by the University in compliance with the said MC.

In view of the foregoing, ALL offices are advised to **comply** with the requirements of MC 2020-02. Further, ALL offices with **pending requests from external clients** (as of this date) must submit to the Human Resource Management Office (HRMO) the required report by using the template marked as "**Annex A**" in MC 2020-02. The said report must be submitted on or before **03 March 2020 and must be certified correct** by the offices concerned.

For information and compliance

Mr. NOEL ALBERTO S. OMANDAP
Assistant Director, HRMO

¹ See attachment



MEMORANDUM CIRCULAR NO. 2020-02
SERIES OF 2020

TO: ALL NATIONAL GOVERNMENT AGENCIES AND
LOCAL GOVERNMENT UNITS

SUBJECT: ISSUANCE OF ORDER OF AUTOMATIC APPROVAL
OR AUTOMATIC EXTENSION FOR PENDING
TRANSACTIONS BEYOND THE PRESCRIBED
PROCESSING TIME OF 3-7-20 WORKING DAYS

DATE: 14 FEBRUARY 2020

In line with the President's continuing reminder to process government transactions without delay and to implement the Authority's mandate for an efficient delivery of government service, the **3-7-20 Day** is hereby established.

You are hereby reminded to strictly implement the following provisions of **Republic Act No. 11032** or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*:

1. "All applications or requests submitted shall be acted upon by the assigned officer or employee within the prescribed processing time stated in the Citizen's Charter which shall not be longer than **three (3) working days in the case of simple transactions** and **seven (7) working days in the case of complex transactions** from the date the request and/or complete application or request was received." (Sec. 9)
2. "For applications or requests involving **activities which pose danger to public health, public safety, public morals, public policy, and highly technical application**, the prescribed processing time shall in no case be longer than **twenty (20) working days** or as determined by the government agency or instrumentality concerned, whichever is shorter." (Sec. 9)

In line with this, you are **DIRECTED** to immediately conduct an inventory of your pending simple, complex, and highly-technical transactions as of this date and which are pending beyond the prescribed processing time in accordance with your updated Citizen's Charter and to **ISSUE/RELEASE** the application or request as automatically approved or automatically extended, as the case may be. This is in compliance with the provisions of the law which grant **Automatic Approval or Automatic Extension of License, Clearance, Permit, Certification or Authorization**, such that:

1. "If a government office or agency fails to approve or disapprove an original application or request for issuance of license, clearance, permit, certification or authorization within the prescribed processing time, said application or request shall be deemed approved: *Provided*, That all required documents have been submitted and all required fees and charges have been paid. The acknowledgment receipt together with the official receipt for payment of all required fees issued to the applicant or requesting party shall be enough proof or has the same force and effect of a license, clearance, permit,



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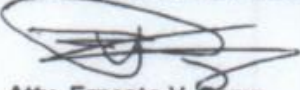
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certification or authorization under this automatic approval mechanism." (Section 10 of RA 11032)

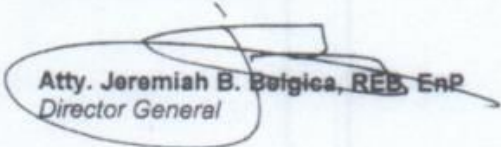
2. "If a government office or agency fails to act on an application or request for renewal of a license, clearance, permit, certification or authorization subject for renewal within the prescribed processing time, said license, clearance, permit, certification or authorization shall automatically be extended." (Section 10 of RA 11032)

Finally, you are **DIRECTED** to submit a report¹ before 7 March 2020 of all application, request, license, certification, permit, clearance, or authorization which will be issued by your agency in compliance with this Circular. The Authority shall conduct a random post-audit to verify your compliance to this Circular starting March 7, 2020.

All submissions shall be made either by personal filing at the Authority's office or through email at legal@arta.gov.ph, complaints@arta.gov.ph, compliance@arta.gov.ph



Atty. Ernesto V. Perez
Deputy Director General



Atty. Jeremiah B. Belgica, REB, EnP
Director General

¹ See Annex "A".



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Annex "A"
 (Memorandum Circular No. 2020-01 Series of 2020)

Type of License, Clearance, Permit, Certification, Authorization	Name and Address of Applicant	Date of filing of application for license, permit, certification, authorization, clearance was filed	Date of issuance of license, clearance, permit, certification, authorization	Classification of Application (Simple, Complex or Highly Technical)