



ORION WATER DISTRICT

MEMORANDUM No. OWD-P-16-2019

TO: EDNA B. RAMOS, Customer Service Officer B *[Signature]*
ALEXANDER C. TEODORO, Senior Industrial Relations Mgmt. Officer B *[Signature]*
PRECIOUS L. GOTGOTAO, Admin./General Services Officer B *[Signature]*

FROM: *[Signature]*
MS. GENIE T. REYES
Acting General Manager

DATE: December 3, 2019

SUBJECT: **CREATION OF ANTI-RED TAPE UNIT (ARTU)**

Effective immediately, and in addition to your regular duties, you are hereby designated as members of Anti-Red Tape Unit.

The Anti-Red Tape Unit (ARTU) shall ensure the compliance of the district to R.A. 11032 and its IRR, specifically with regard to Section 5 of R.A. 11032 and Section 1, Rule III of the IRR on the need to reengineer systems and procedures within the district.

The improved and reengineered systems and procedures of the agency shall be the basis in drafting and updating the Citizen's Charter.

In the discharge of your duties, always be guided by the district's policies, rules and regulations and at all times protect its best interest.

For your information and compliance.

Cc: 201 file