



Republic of the Philippines
DEPARTMENT OF ENERGY

ITD

DEPARTMENT ORDER NO. D02009-02-0002

As required by the Presidential Anti-Graft Commission (PAGC), all government offices/agencies are mandated to develop, submit and implement an Integrity Development Action Plan (IDAP). In this connection, an IDAP Task Force is hereby reconstituted to be composed of the following:

Chairman : **ARTHUS T. TENAZAS**
OIC-Assistant Secretary in Charge of Administrative

Vice-Chairman : **CRISELDA S. MARTIN-FUNELAS**
Director, Legal Services

Members : **MARIO C. MARASIGAN**
Director, Energy Utilization Management Bureau

EFREN L. BALAOING
OIC-Director, Administrative Services

NORA A. TUAZON
Chief Accountant
Accounting Division

HERMINIO A. ARIOLA
OIC-Director, Information Technology Management
Services

SALVADOR J. FRIO
Division Chief, Internal Audit Staff

HELEN B. ARIAS
Division Chief, Consumer Welfare Promotion Staff

Secretariat : **ANGELINA V. MANGA**
OIC, Human Resource Management Division (HRMD)

AURORA G. DIONISIO
Supervising Administrative Officer, HRMD

The IDAP Task Force shall perform the following functions:

1. Assiduously pursue and advocate implementation of the IDAP in DOE;

2. Prepare and seek approval for policies, communications and other required documents or actions needed to successfully implement the IDAP;
3. Monitor status of implementation of the IDAP, track accomplishments and regularly submit required reports to the PAGC;
4. Update the IDAP as may be deemed necessary;
5. Represent DOE in all IDAP-related meetings/activities as scheduled by the PAGC; and
6. Perform other functions that may be required to ensure the effective implementation of the IDAP in the DOE.

Moreover, the Anti-Red Tape Task Force is hereby created to be composed of the IDAP Task Force Chairperson and Members. This is pursuant to Republic Act No. 9485 or the Anti-Red Tape Act of 2007; Civil Service Commission (CSC) Resolution No. 081471 which provides for the Implementing Rules & Regulations (IRR) of R.A. No. 9485; and Office of the President (OP) Administrative Order (AO) No. 241 Mandating the Speedy Implementation of Republic Act No. 9485 Otherwise Known as the "Anti-Red Tape Act of 2007" and Its Implementing Rules and Regulations and Strengthening the Application Thereof.

The Anti-Red Tape Task Force shall be responsible for the following, among others:

1. Re-engineer systems and procedures by determining which processes or transactions constitute frontlines services; undertake reengineering of transactions systems and procedures to include time and motion studies, if necessary; and set up respective service standards taking into consideration the requirement of RA 9485 that the agency should act on the applications and/or requests in frontline services no longer than five (5) or ten (10) working days, whichever is applicable and to limit the number of signatories in any document to a maximum of five (5) signatories;
2. The setting up of a Citizen's Charter which include information on the vision and mission of the DOE; frontline services offered; step-by-step procedure to obtain a particular service; officer/employee responsible for each step; maximum time to conclude the process; documents to be presented by the client; amount of fees; procedure for filing complaints; allowable period for extension; and feedback mechanisms; and
3. Establishment of Public Assistance/Complaint Desk.

For immediate implementation.



ANGELO T. REYES
Secretary

Fort Bonifacio, Taguig, Metro Manila



IN REPLYING PLS CITE:
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