

January 4, 2024

**OFFICE ORDER NO. 2**  
Series of 2024

**SUBJECT : RECONSTITUTION OF NDC'S COMMITTEE ON ANTI-RED TAPE**

---

The Anti-Red Tape Authority (ARTA) issued Memorandum Circular (MC) No. 2023-08, dated 22 November 2023, which provides amendments on certain provisions of ARTA MC No. 2020-07 or the Guidelines on the Designation of a Committee on Anti-Red Tape (CART).

In compliance with the said Circular, the NDC's Committee on Anti-Red Tape is hereby reconstituted, as follows:

Chairperson : BENJAMIN IRINEO JUDE III F. RABUCO  
Department Manager III  
Tel. No. 8840-4838 loc. 275  
Email address: [bj\\_rabuco@ndc.gov.ph](mailto:bj_rabuco@ndc.gov.ph)

Vice Chairperson : VELAYDA M. BUENAVENTURA  
Corporate Executive Officer II  
Tel. No. 8840-4838 loc. 268  
Email address: [ymbuenaventura@ndc.gov.ph](mailto:ymbuenaventura@ndc.gov.ph)

Members : SARAH GRACE B. MACAILING  
Administrative Services Officer VI  
Tel. No. 8840-4838 loc. 227  
Email address: [sgcbanal@ndc.gov.ph](mailto:sgcbanal@ndc.gov.ph)

EMILY T. CARIAGA  
Human Resource Management Officer V  
Tel. No. 8840-4838 loc. 229  
Email address: [emilycariaga@ndc.gov.ph](mailto:emilycariaga@ndc.gov.ph)

JOYCE ANN S. AZURIN  
Planning Officer IV  
Tel. No. 8840-4838 loc. 227  
Email address: [jasazurin@gmail.com](mailto:jasazurin@gmail.com)

JOHNIEREY A. CUETO  
Budget Officer V  
Tel. No. 8840-4838 loc. 232  
Email address: [jacueto@ndc.gov.ph](mailto:jacueto@ndc.gov.ph)

DENISE J. MANALANSAN  
Accountant V  
Tel. No. 8840-4838 loc. 243  
Email address: [djmanalansan@ndc.gov.ph](mailto:djmanalansan@ndc.gov.ph)

Secretariat : NIKKI MARIE M. JAVA  
Administrative Services Officer III  
Tel. No. 8840-4838 loc. 310  
Email address: [nmjava@ndc.gov.ph](mailto:nmjava@ndc.gov.ph)

The CART shall perform the functions enumerated in Section 6.2 of the subject Circular and other provisions of RA 11032.

This order shall take effect immediately.

  
**ANTONIO DC. MAURICIO**  
General Manager



The "NO NOON BREAK" policy is prescribed under **Republic Act No. 9485** or the **Anti-Red Tape Act of 2007**. Section 8 (e) of the law states that "agencies which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break." Government offices are advised to adopt an appropriate working schedule to **ensure uninterrupted public service delivery**.