

**ADVISORY NO. 001  
SERIES OF 2021**

**FOR : ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD**

**SUBJECT: EXTENSION OF DEADLINE ON THE SUBMISSION OF THE INITIAL REENGINEERING PLAN IN LIGHT OF TYPHOON ODETTE**

**DATE: 31 DECEMBER 2021**

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In the exigency of service and pursuant to Presidential Proclamation No. 1267, series of 2021 dated 21 December 2021 declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X, and XIII, the Anti-Red Tape Authority, to give consideration to all affected agencies and provide allowable time for compliance, informs ALL covered government agencies that:

1. The deadline of the submission of the Initial Reengineering Plan is **EXTENDED to 31 JANUARY 2022 or 21 working days after the initial deadline which was set on 31 December 2021.** The extension shall apply to all covered government agencies.
2. Consistent with Section 5.9 of ARTA Memorandum Circular (MC) 2021-09 or the *Issuance of the Whole-of-Government Reengineering Manual*, agencies shall submit to the Authority an initial Reengineering Report that shall at the minimum contain the following:
  - i. Identified priority services for reengineering whether external services or internal services
  - ii. Current Status: number of steps, processing time, cost whichever is applicable
  - iii. Expected outcome: Projected/target reduction of steps, time, cost whichever is applicable
  - iv. Concerned agency, office, unit, division
  - v. Target clients

If the agency, prior to the release of the ARTA MC 2021-09 already has an existing reengineering plan, time and motion study and cost compliance analysis which are currently in the process of improving their services, this will be accepted as submission.

3. In line with the aforementioned, the Authority would like to reiterate that there is **no prescribed template or format for the initial Reengineering Plan.** However, the

agency shall ensure that their report at the minimum contains the five (5) required information stated above.

4. Agencies shall submit their respective report to the Authority through electronic filing. Only submissions made through the below link will be accepted:

<https://tinyurl.com/WOGReengineeringReport>

5. The remaining provisions stated in ARTA MC 2021-09 shall remain operative, subject to change as may be deemed necessary by the Authority and shall be issued through a supplemental Memorandum.

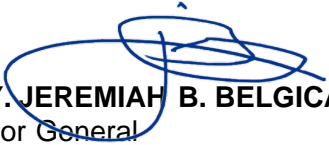
For information and compliance.

Recommending Approval:



**ATTY. ERNESTO V. PEREZ, CPA**  
Deputy Director General for Operations

Approved:



**ATTY. JEREMIAH B. BELGICA, REB, EnP**  
Director General

