



General Mariano Alvarez Water District

LWUA CCC No.393
General Mariano Alvarez, Cavite

ISO CERTIFIED 9001:2015 QMS -14001:2015 EMS - 45001:2018 OHS

FORM NO.: OGM-005-0

November 23, 2023

OFFICE ORDER NO. 6, S. 2023

TO : SELECTED GMAWD EMPLOYEES
FROM : THE GENERAL MANAGER
RE : CREATION OF THE GENERAL MARIANO ALVAREZ WATER DISTRICT COMMITTEE ON ANTI-RED TAPE (CART)

I. CART COMPOSITION:

In the interest of the service and pursuant to the Memorandum Circular No. 2023-08 of the Anti-Red Tape Authority (ARTA) on the guidelines on the Designation of Committee on Anti-Red Tape (CART), the General Mariano Alvarez Water District CART is composed of the following:

Chairperson	-	General Manager
Vice Chairperson	-	Commercial Services Department Manager B

Members:

Human Resource	-	Human Resource Division Manager B
	-	Supervising Industrial Relations Development Officer
Administration	-	Administrative Division Manager B
	-	Water Resources Facilities Operator Foreman
Legal	-	Administration Service Assistant A
Information Technology	-	Water Resources Facilities Operator Foreman/Computer Technician
Records	-	Sr. Water Maintenance Man B
	-	Industrial Relations Development Assistant B
Public Assistance/ Complaints Center	-	Customer Accounts Division Manager B
	-	Cashier B
	-	Utilities Service Officer A

Website: www.gmawaterdistrict.gov.ph

Email Address: gmawd@gmawaterdistrict.gov.ph

Main Office: (046) 460-4645 / Commercial Division: (046) 460-4176 / Production Division: (046) 412-0771 / Maintenance Division: (046) 433-5169



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Finance	-	OIC- Finance Department
	-	Budget and Accounting Division Manager B
	-	Corporate Budget Specialist B
Core Operation/ Planning	-	Maintenance Division Manager B
	-	Senior Engineer A
	-	Water Maintenance Head
	-	Water Resources Facilities Operator Foreman
	-	Water Utilities Management Officer B
	-	Technical Assistant B
Secretariat :	-	Clerk Processor C 1
	-	Clerk Processor C 2
	-	Driver/ Clerk Processor C 3
	-	Utilities Service Assistant C

II. FUNCTIONS, DUTIES AND RESPONSIBILITIES:

The GMAWD – CART shall comply with the requirements of R.A No. 11032, its IRR, and subsequent issuances by the Authority, as maybe applicable. Thus, be reminded that the persons whose names appear hereto are responsible in the development and continued implementation of the Committee on Anti-Red Tape of GMAWD. Thus, meetings and all undertakings concerning this matter shall be attended by the concerned individuals.

Further, GMAWD CART is hereby advised to refer to Section 6.2 of ARTA Memorandum Circular No. 2023 – 08 Series of 2023 dated November 22, 2023 to be properly and accordingly guided with the functions, duties, and responsibilities of being members of GMAWD CART.

III. REPEALING CLAUSE:

All issuances, orders, circulars, IRs, or part thereof, which are inconsistent herewith is hereby repealed or modified accordingly.

IV. EFFECTIVITY:

This Office Order shall take effect immediately and to remain in force unless otherwise amended or revoked.

For your information and strict compliance.

JULIET M. NACITA
General Manager

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