



MEMO

No. KWD Memo 02-2025

To : **ALL CONCERNED**
From : **General Manager**
Date : **January 28, 2025**
Re : **Committee on Anti-Red Tape (CART)**

In view of the ARTA Memorandum Circular No. 2023-08 dated November 22, 2023 on the on the *“Amendment on Certain Provisions of Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2020-07 dated 30 September 2020, pertaining to the Guidelines on the Designation of a Committee on Anti-Red Tape (CART)”* the following personnel is hereby designated as:

COMMITTEE ON ANTI-RED TAPE (CART)

| | | |
|------------------|---|-------------------------------------|
| CHAIRPERSON | : | General Manager |
| VICE-CHAIRPERSON | : | Admin. Division Manager |
| MEMBERS | : | Operations Divisions Manager |
| | : | Customer Services Assistant B |
| | : | OIC, Commercial Division |
| | : | Secretary/HR Designate |
| | : | Corporate Budget Officer |
| FOCAL PERSON | : | Admin. Division Manager |
| SECRETARIAT | : | Administration Services Assistant C |

As a member of the Committee, attached is the said ARTA MC No. 2023-08, on your functions, duties, and responsibilities for your information and guidance.

For your compliance.


MARY JOSEPHINE R. GACHO

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| INSTRUCTIONS | 1. KINDLY DOWNLOAD THE FORM 2. Please do not abbreviate. 3. Reflect all the names indicated in the Department Order. 4. Add a sheet if submitting several CART compositions |
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| Name of Agency | KABANKALAN CITY WATER DISTRICT |
| Department Order | KWD Memo 02-2025 |

| NO. | NAME | CART DESIGNATION | POSITION / DESIGNATION / TITLE | OFFICE/ DEPARTMENT/ DIVISION | EMAIL ADDRESS | CONTACT NUMBER |
|-----|-----------------------------|------------------|----------------------------------|-------------------------------|---|----------------|
| 1 | MARY JOSEPHINE R. GACHO | CHAIRPERSON | GENERAL MANAGER | OFFICE OF THE GENERAL MANAGER | gachomrf912@gmail.com / kcwd_negros@yahoo.com | 9185287685 |
| 2 | SHEILA GUILOT- GUADALUPE | VICE CHAIRPERSON | ADMINISTRATIVE DIVISION MANAGER | ADMINISTRATIVE DIVISION | sglotgdlupe@yahoo.com | 9219377335 |
| 3 | ENGR. MICHAEL JOHN B. BOCOL | MEMBER | OPERATIONS DIVISION MANAGER | OPERATIONS DIVISION | michaeljohn1087bocol@gmail.com | 9292741727 |
| 4 | MYLENE P. FUENTES | MEMBER | CUSTOMER SERVICES ASSISTANT | COMMERCIAL DIVISION | mylenefuentes1172013@yahoo.com.ph | 9306004577 |
| 5 | MICHAEL I. AUTILLO | MEMBER | OIC, COMMERCIAL DIVISION MANAGER | COMMERCIAL DIVISION | Mia_9611@hotmail.com | 9195841527 |
| 6 | JENELYN M. PABORADA | MEMBER | SECRETARY/ HR DESIGNATE | ADMINISTRATIVE DIVISION | mirasoljenelyn125@gmail.com | 9513437517 |
| 7 | CHASTINE C. TINGSON | MEMBER | CORPORATE BUDGET OFFICER | ADMINISTRATIVE DIVISION | chazzie_02@yahoo.com | 9185287685 |
| 8 | SHEILA GUILOT- GUADALUPE | FOCAL PERSON | ADMINISTRATIVE DIVISION MANAGER | ADMINISTRATIVE DIVISION | sglotgdlupe@yahoo.com | 9219377335 |
| 9 | JIRAH S. PORNETE | SECRETARIAT | ADMINISTRATIVE SERVICES AIDE | ADMINISTRATIVE DIVISION | jirahsanchezpornete23@gmail.com | 9278848503 |