



Republic of the Philippines  
BOHOL ISLAND STATE UNIVERSITY  
Calape, Bohol

## **CERTIFICATION OF COMPLIANCE**

*Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, **Prof. VIRGILIA D. TEJADA**, Filipino, of legal age, Campus Director of the **BISU-CALAPE**, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following truths:

1. The BISU-CALAPE has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. The Citizen's Charter is posted as information billboards in all the service offices BISU-CALAPE that deliver frontline services.
3. The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
4. The Citizen's Charter is written either in English, Filipino, or in the local dialect and published as an information material (e.g. booklet or brochure)
5. The Citizen's Charter is uploaded in the agency's website and accessible to the public.
6. The Citizen's Charter was first published on \_\_\_\_\_ and underwent review and revision on \_\_\_\_\_ as required under Section 4, Rule IV of the IRR:



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7. The Citizen's Charter already shows the improvements (minimum of three) that resulted from the process review of frontline service delivery, specifically; *(indicate process improvements made such as streaming of procedures, shortened turnaround time, reduction in the number of signatories, etc.)*

This Certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS WHEREOF, I have hereunto set my hand this 27<sup>th</sup> day of September, 2013 in Calape, Bohol, Philippines.

  
**Prof. VIRGILIA D. TEJADA**  
Campus Director, BISU-CALAPE

SUBSCRIBED AND SWORN to before me this 27<sup>th</sup> day September, 2013 in Calape, Bohol, Philippines, with affiant exhibiting to me his/her (government-issued ID) issued on \_\_\_\_\_ at Calape, Bohol.

Doc. No.: \_\_\_\_\_  
Series of: \_\_\_\_\_  
Fee Paid.: \_\_\_\_\_  
O.R. No.: \_\_\_\_\_