



**SOUTHERN LEYTE
STATE UNIVERSITY**

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Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

May 31, 2023

ANTI-RED TAPE AUTHORITY
GF, HPGV Building #395 Sen. Gil J. Puyat Avenue
Makati City, Philippines 1200

Dear Sir/Madam:

The Southern Leyte State University is pleased to submit to this authority the revised 2023 Citizen Charter 2nd Edition and Certificate of Compliance.

Please accept our submission and hope you find those in order..

Thank you.

A handwritten signature in black ink, appearing to be 'J. Duarte'.

JUDE A. DUARTE, DPA
University President





Republic of the Philippines
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CERTIFICATE OF COMPLIANCE

Year: 2023

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, **JUDE A. DUARTE, DPA**, Filipino, of legal age, **University President** of the **Southern Leyte State University**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

- 1) The **Southern Leyte State University** including its **five (5) external campuses** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen' Charter Handbook Edition: 2023, 1st Edition

- 2) The following required forms of posting of the Citizen's Charter are present:

√	Citizen's Charter Information billboard <i>(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)</i>
√	Citizen's Charter Handbook <i>(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)</i>
√	Official website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:

- a. External services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback.

- 4) The Citizen's Charter Handbook enumerates the following information:

- a. Mandate, vision, mission, and service pledge of the agency;
- b. Government services offered (External and Internal Services);
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Classification of service;
 - iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service;
 - vi. Person responsible for each step;
 - vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.

- c. Procedure for filing complaints and feedback;
 - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
 - e. List of Offices
- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
 - 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
 - 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
 - 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
 - 9) There is an established Client Satisfaction Measurement per service.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.


JUDE A. DUARTE, DPA
 University President
 Southern Leyte State University

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 6/2/23 AT SOGOD, SO. LEYTE

DOC No. 74
 PAGE No. 16
 BOOK No. CXL
 SERIES OF 2023


ATTY. FE B. VALLENTE-OBBUS
 NOTARY PUBLIC FOR SOUTHERN LEYTE
 ZONE III, SOGOD, SOUTHERN LEYTE
 RTC 39-N.C.-001-2022 UNTIL DEC. 31, 2023
 PTR No. 9034243-12/22/22-MANASIN CITY
 IBP No. 241240-12/02/22-PASIG CITY
 ATTORNEY'S ROLL No. 63034