



Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
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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, 1<sup>st</sup> Edition

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

✓	Citizen's Charter Information billboard (In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)
✓	Citizen's Charter Handbook (Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)
✓	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.

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

SUBSCRIBED AND SWORN TO BEFORE ME  
THIS 17 DAY OF APR 2023  
AT SOGOD, SOUTHERN LEYTE,  
PHILIPPINES.

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VI  
2023

ATTY. JANA FELICE P. GONZALEZ

RTI/ANC No. 007-2023 dated 02 December 2024  
Hall of Attorneys No. 75541  
IBP No. No. 237327 - 12/04/24 for MO 2023  
PTR No. 9215318 - 12/18/24 for CY 2023 - Sp. Leyte  
MCLE Compliance No. VHC-00331 valid until April, 2025  
Juanes St. V. Gonzales, Esq., Sp. Leyte