



**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, **MA. ESTER E. HAMOR**, Filipino, of legal age, **City Mayor of the City of Sorsogon, Sorsogon**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11302 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify that the following facts:

1. The Local Government Unit of Sorsogon City, Sorsogon including its 24 departments/office/units has established its most current and updated Citizens Charter pursuant to Section 6 of the R.A. 11032, its implementing Rules and Regulations, and the relevant ARTA Issuances.  
Citizens Charter Handbook Edition: 2021, 2<sup>nd</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 of request.
- c. Name of Person/Position 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. Client steps and agency action to obtain a particular service;
  - v. Person responsible for each step;
  - vi. Processing Time per step and total;
  - vii. 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 complaint's 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 service offices.
  6. The printed Citizen's Charter Handbook is placed at the window/ counters of each frontline offices to compliment 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.
  10. The head of the office or agency shall primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service, pursuant to Sec. 8 of RA 11032.

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

**MA. ESTER E. HAMOR**

City Mayor

Local Government Unit of Sorsogon City, Sorsogon