



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATE OF COMPLIANCE

YEAR: 2022

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, **JUDITH DEL ROSARIO-CAJES**, Filipino, of legal age, **Municipal Mayor** of the **Municipality of Trinidad, Bohol**, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The **LOCAL GOVERNMENT UNIT OF TRINIDAD, BOHOL** 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's Charter Handbook Edition: **2022, 4th Edition**

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

- Citizen's Charter Information Billboard
- Citizen's Charter Handbook
- 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 feedbacks.

- 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; and
 - viii. Fee/s to be paid per step and total, if necessary.



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- c. Procedure for filing complaints and feedbacks;
 - 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 form 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 available either in English, Pilipino, 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 be 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 R.A. 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.

JUDITH DEL ROSARIO-CAJES

Municipal Mayor
Trinidad, Bohol