



**CERTIFICATE OF COMPLIANCE**

*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, Carmelo Alejandro C. Pujalte, Filipino, of legal age, General Manager of the Guinayangan Water District, 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 Guinayangan Water District has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency;
  - b. Government services offered;
    - i. Comprehensive and uniform checklist of requirements for each type of application or request;
    - ii. Step-by-step procedure to obtain a particular service;
    - iii. Person responsible for each step;
    - iii. Maximum time needed to conclude the process;
    - iv. Document/s to be presented by the applicant or requesting party, if necessary;
    - v. Amount of fees, if necessary; and
  - c. Procedure for filing complaints.
- 2) The Citizen's Charter is posted as an information billboard through interactive information kiosks, electronic billboards, posters, tarpaulins standees, or any other readable materials that could be easily understood by the public.
- 3) The Citizen's Charter is posted 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, and/or in the local dialect and published as an information material.
- 5) The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
- 6) There is an established Client Satisfaction Measurement per service in the respective offices.

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 JUN 24 2020 of \_\_\_\_\_, 2020 in Guinayangan, Quezon, Philippines.

*[Signature]*  
**CARMELO ALEJANDRO C. PUJALTE**  
 General Manager

**SUBSCRIBED AND SWORN** to before me this JUN 24 2020 of \_\_\_\_\_, 2020 in Guinayangan, Quezon, Philippines, with affiant exhibiting to me his/her PRC ID issued at Lucena City on June 25, 2015 with expiration on April 27, 2021.

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 Series of 2020

**NOTARY PUBLIC/ADMINISTERING OFFICER**  
*[Signature]*  
**ATTY. VIRGINIA G. VILLALUZ**  
 NOTARY PUBLIC  
 UNTIL DECEMBER 31, 2021  
 ROLL No. 30406  
 PTR No. 6790593-01/07/ 2020  
 IBP No. 096674- 12-06-2019  
 ROLL No. VI-002608  
 BRGY. POBLACION, GUINAYANGAN, QUEZON  
 TIN No. 480-941-838-000