



**CERTIFICATE OF COMPLIANCE**

*Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, **LILIA T. HABACON**, Filipino, of legal age, Executive Director of the Philippine Science High School System – Office of the Executive Director, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

1. The PSHS System including its **16 Campuses** has established its service standards known as the Citizen’s Charter that enumerates the following:
  - a. Vision and Mission of the Agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. The Citizen’s Charter is posted as information billboards in all the service office of **PSHS System** and its **Campuses** that deliver frontline services.
3. The Citizen’s Charter is positioned 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, or in the local dialect and published as an information material (e.g. booklet or brochure).
5. The Citizen’s Charter is uploaded in the agency’s website and accessible to the public.
6. The Agency has undertaken self-assessment and reporting of improvements in its existing Citizen’s Charter.
7. The Citizen’s Charter shows the process improvement, specifically on the streamlining of procedures and shortened turnaround time, on the most availed frontline services:

Frontline Service	Process Improvement	Action Taken to Improve Process	Results / Benefits
Admission / Enrollment	Availability of Admission Forms Online	Online Admission	Shorter and More Systematic Process

This certification is being issued to attest to the accuracy of all foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this 16<sup>th</sup> of July, 2018 in Quezon City, Philippines.

**LILIA T. HABACON**  
Executive Director  
Philippine Science High School System  
Office of the Executive Director

**ATTY. FLORIMOND C. ROUS**  
Notary Public for Quezon City  
March 21, 2015 at DFA Angeles.  
Until December 31, 2018

NOTARY PUBLIC  
PTR No. 5521227 / 01-3-18/ **Q.C.**  
IBP LIFETIME No. 00315  
ROLL No. 25769 / TIN No. 142-154-935  
MCLE 5 Comp. 00001549; 1-22-2014  
Adm. Matter No. 162 / RTC-QC / 2018

SUBSCRIBED AND SWORN to before me this, JUL 16 2018 of \_\_\_\_\_, Philippines, with affiant exhibiting to me his/her PASSPORT: EC3751295 issued on March 21, 2015 at DFA Angeles.

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Page No. 91  
Book No. XVIII  
Series Of 2018



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