

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Bulanao, Tabuk City, Kalinga

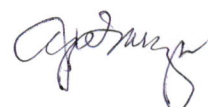
CERTIFICATION of COMPLIANCE

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, **EDUARDO T. BAGTANG**, Filipino, of legal age, President of the Kalinga State University, 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 Kalinga State University including its 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 offices of Kalinga State University 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 improvements, 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
A. RESEARCH DEVELOPMENT AND EXTENSION TRAINING			
1. Issuance of advice to proceed to conduct research/extension project	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Issuance of request for copy of research/extension technology information	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Request for the services of experts	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
B. HUMAN RESOURCE MANAGEMENT OFFICE			
1. Submission of Application	-Conduct of	-Reducing the number of	-Faster and more



Letters	Review and Evaluation	signatories -Reduction on the duration on transaction	efficient service delivery
2. Pakyaw Contracts/ Job Orders	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
C. OFFICE OF THE DIRECTOR FOR STUDENT DEVELOPMENT SERVICES AND PLACEMENT SERVICES			
1. Request for Validation of Subjects	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
D. GUIDANCE OFFICE			
1. Request for Issuance of Certificate of Good Moral	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Request for Authentication of Certificate of Good Moral	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Request for Counseling Service	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Referral for Counseling	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Request for Testing Service	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
6. Request for Entrance Examination	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
D. OFFICE OF THE SCHOLARSHIP COORDINATOR			
1. Facilitating the Application for Barangay, Donor, Siblings, Employee Dependents Grant Programs	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Issuance of Scholarship Certification	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Endorsement of Application for External Scholarship and Financial Assistance Programs	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Facilitating the claiming of financial benefits for Honorific, Academic, Student Publication, SSC, CSG, SBO, College Governor,	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery

ROTC, Athletics, Musical, Dance Troupe and other Internal Scholarship/Grant Programs			
E. MEDICAL AND DENTAL HEALTH SERVICES			
1. Request for Medical/Dental Consultation	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Request for Issuance of Medical/Dental Certificates	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Request for Issuance of Referral Letters	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Request for Blood Pressure Taking/Monitoring	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Request for Oral Prophylaxis	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
6. Request for Tooth Restoration	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
7. Request for Tooth Extraction	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
F. SIAP Citizen's Charter	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
G. SUPPLY OFFICE			
1. Procurement Procedure	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Receiving Goods/Supplies/Materials/ Equipment/Services	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Issuance of Goods/Supplies/Materials/ Services	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
G. UNIVERSITY LIBRARIES			
1. Issuance of Library Materials	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Issuance of Books from the Reserved Section	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on	-Faster and more efficient service delivery

		transaction	
3. Returning of Library Materials	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Provision of Library Assistance (Reference Service)	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Issuance of Referral Letters	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
6. Request for Internet Services	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
7. Request for Photocopying Services	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
8. Signing of Library Clearance (Regular Student & Outgoing Student)	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
9. Signing of Library Clearance (Faculty)	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
10. Issuance of Library ID & Borrower's Card	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
H. COLLEGE DEANS			
1. Issuance of Assessment form of students	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Completion of Grades	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Request for Unprogrammed Subjects	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Signing of Clearance	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Choosing of adviser and panel members for thesis/Feasibility study	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
I. OFFICE OF THE UNIVERSITY CENTRAL SCIENCE LABORATORY			
1. Borrowing and Issuance of Laboratory Equipment and	-Conduct of Review and	-Reducing the number of signatories	-Faster and more efficient service

Apparatus	Evaluation	-Reduction on the duration on transaction	delivery
2. Receiving of Borrowed Laboratory Equipment and Apparatus	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Issuance and Receiving of Laboratory Chemicals	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Receiving of Borrowed Laboratory Equipment and/or Apparatuses which are being broken/Damaged by the borrower	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Signing of clearances for the Laboratory (student, faculty members and non-teaching staff)	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
J. OFFICE OF THE REGISTRAR			
1. Enrollment for Incoming Freshmen	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
2. Enrollment for Transferees	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
3. Enrollment for Old Students	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
4. Issuance of True Copy of Grades	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
5. Issuance of Official Transcript of Records	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
6. Issuance of Certification of Graduation	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery
7. Issuance of Certification of Transfer Credentials	-Conduct of Review and Evaluation	-Reducing the number of signatories -Reduction on the duration on transaction	-Faster and more efficient service delivery

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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 1st day of June, 2017 in Tabuk City, Kalinga.

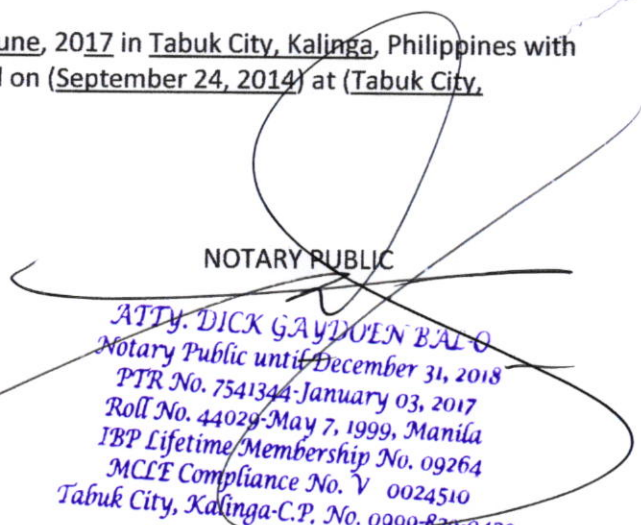


EDUARDO T. BAGTANG, CPA, DBM
President, Kalinga State University

SUBSCRIBED AND SWORN to before me this 1st day of June, 2017 in Tabuk City, Kalinga, Philippines with affiant exhibiting to me his/her (Driver's License) issued on (September 24, 2014) at (Tabuk City, Kalinga).

NOTARY PUBLIC

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ATTY. DICK GAYDOEN BALDO
Notary Public until December 31, 2018
PTR No. 7541344 January 03, 2017
Roll No. 44029-May 7, 1999, Manila
IBP Lifetime Membership No. 09264
MCFE Compliance No. V 0024510
Tabuk City, Kalinga-C.P. No. 0999-829-0429