



TUBOD-BAROY WATER DISTRICT

Provincial Trade Center, Sagadan, Tubod, Lanao del Norte 9209
Tel./ Fax No. 063-341-5313 email: tbwd07@yahoo.com

CERTIFICATE OF COMPLIANCE

Anti-Red Tape Act of 2007 (ARTA)

This is to certify that Tubod-Baroy Water District has complied with Section 6 of the **Anti-Red Tape Act of 2007** and Rule IV of its implementing Rules and Regulations, and the person whose signature appears below hereby declares and certifies the following truths:

1. That Tubod-Baroy 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. 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 of Filing Complaints

2. That the **Citizen's Charter** is posted as information billboards in the service office of Tubod-Baroy Water District that deliver frontline services.

3. That the **Citizen's Charter** is positioned at the main entrance of the office or at the most conspicuous place in the Office.

4. That the **Citizen's Charter** is published written either in English, Filipino, or in the local dialect.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 31st day of July 2023 in Tubod, Lanao del Norte, Philippines.


Giovanni A. Hera
General Manager



TUBOD-BAROY WATER DISTRICT

Provincial Trade Center, Sagadan, Tubod, Lanao del Norte 9209
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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 Therefore

I, **GEOVANNI A. HERA**, Filipino, of legal age, General Manager of Tubod-Baroy Water District, 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. Tubod-Baroy 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) 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 service offices of Tubod-Baroy Water District 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
Service Connection Survey	30 minutes to process	25 minutes to process	Shorten time in service delivery
Service Connection Installation	3 hours to install	2 hours to install	Shorten time in service delivery

Frontline Service	Process Improvement	Action Taken to Improve Process	Results/Benefits
Payments	3 minutes to receive payments	2 minutes to receive payments	Shorten time in service delivery
Leak Repairs	3 hours for minor 3 days for major leak	2 hours for minor 2 days for major leak	Shorten time in service delivery

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 HEREOF, I have hereunto set my hand this 31st of July 2023 in Poblacion, Tubod, Lanao del Norte, Philippines.


GEOVANNIA A. HERA
 General Manager
 Tubod-Baroy Water District

SUBSCRIBED AND SWORN to before me this SEP 29 of 2023 2023 in Poblacion, Tubod, Lanao del Norte, Philippines, with affiant exhibiting to me his UMID No. 02004515371 issued in Cagayan de Oro City, Philippines.


 NOTARY PUBLIC

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ATTY. DOROTHEA SALIGAN-BASALO
 NOTARY PUBLIC
 UNTIL DECEMBER 31, 2024
 PTR NO. 5509764/JAN. 03, 2023/TUBOD, LDN
 IBP LIFETIME ROLL NO. 015392
 LANA DEL NORTE CHAPTER ROLL NO. 53300
 MCLE CERTIFICATE OF COMPLIANCE NO. VI-000264