CERTIFICATION OF COMPLIANCE


I, MYRNA M. TEPORA, Filipina, of legal age, Campus Director of the Technological University of the Philippines Cavitex Campus, 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 truths:

1. The Technological University of the Philippines Cavitex Campus 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 Technological University of the Philippines Cavitex Campus 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 in English and published as an information material.

5. The Citizen’s Charter is uploaded in the agency’s website and accessible to the public.

6. The Citizen’s Charter was first published on February 4, 2013.

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 24th day of November 2015 in the City of Dasmarinas, Philippines.

[Signature]
MYRNA M. TEPORA, Ph. D.
Campus Director

SUBSCRIBED AND SWORN to before me this 24th day of November 2015 in City of Dasmarinas Philippines with affiant exhibiting to me his (government-issued ID) issued on (date of issuance) at (place of issuance)

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ATTY. AIMIEE JEAN P. LEABAN
For and in the Province and Cities of Cavite
Until December 31, 2016
Roll No. 54334
ISP No. 00865/Lifetime
PTR No. CD-108425/01-05 2015