



TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES CAVITE CAMPUS

Carlos Q. Trinidad Avenue, Salawag, Dasmariñas City,
Cavite, Philippines
Telefax: (046) 416-4920
Email: cavite@tup.edu.ph | Website: www.tup.edu.ph

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, **MYRNA M. TEPORA**, Filipino, of legal age, *Campus Director* of the *Technological University of the Philippines Cavite 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 facts:

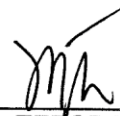
- 1) The *Technological University of the Philippines Cavite Campus* has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency
 - b. Frontline services offered
 - c. Step-by-step procedure in availing of frontline services
 - 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 Cavite 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 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	Service	Needs improvement	Action Taken to improve Process	Results and benefits
Cashier	Collection of tuition/ misc. /other fees	List of payment for requested documents	Posted list of payment of graduation fee and other fees in front of the office	Improved information relating to services
Accounting	Assessment of tuition/ Misc. Fee	Procedure to implement RA 10931	New enrollment procedure using the online ERS of TUP system	Efficient implementation of free tuition and other school fees

Registrar	Enlistment of regular (old) and freshmen students	More efficient enlistment of freshmen students	Enlistment of freshmen students done by the adviser of each course	Efficient enlistment of freshmen students
Library	Borrowing of books	Manual process in borrowing books	Utilization of Follet software	Computerized borrowing and database of library processes
Medical and Dental Clinic	Medical consultation for common ailments (Records chief complaints medicines and treatment)	Done by a JO nurse	Hired a full time nurse (temporary status)	More qualified personnel to attend to students, faculty and admin. staff's medical and dental need
Office of Student Affairs	Admission for incoming freshmen and transferees	Additional manpower	Designated additional faculty-staff	Distribute/share responsibilities to provide more effective students services

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 30th of July, 2018 in Dasmarinas City, Cavite, Philippines.



MYRNA M. TEFORA

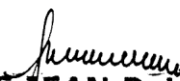
Campus Director
Technological University of the Philippines Cavite
Campus

JUL 31 2018

SUBSCRIBED AND SWORN to before me this _____ of _____ 20____ in
PROVINCE OF CAVITE, Philippines, with affiant exhibiting to me his/her
_____ (government-issued ID) issued on _____ at

NOTARY PUBLIC

Doc. No. 151
Page No. 37
Book No. LXV
Series of 2018


ATTY. AIMEE JEAN P. LEABAN
For and in the Province and Cities of Cavite
Until December 31, 2019
Roll No. 54334
IBP No. 05865/Lifetime
PTR No. CD-1393062/01-03-2018


TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Cavite Campus
 CQT Avenue, Salewag, Dasmariñas City

TUP Cavite Campus



MYRNA M. TEPORA
Campus Director

Signature 

ID No. 87-057 

GSIS No.	60110801575
GSIS BP No.	2001325808
TIN	122-146-314-00
PAG-IBIG No.	103000014661
PHILHEALTH No.	0-8000047542-8

In case of emergency, contact:

MARLYN T. LOPEZ

026 Buna Lejos 1, Indang
Cavite

0917 733 0496

CERTIFIED BY:


 MYRNA M. TEPORA, Ph.D.
 Campus Director

If found, please return to:
 HRD Office, TUP Cavite
 Carlos Q. Trinidad Ave.,
 Salewag, Dasmariñas City
 Cavite, Philippines 4114
 Tel. No. 09164164920

