

**ARTA**



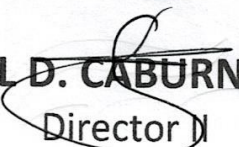
Civil Service Commission Autonomous Region in Muslim Mindanao Field Office - Sulu/Basilan

## CERTIFICATE OF COMPLIANCE

This is to certify that **SULU STATE COLLEGE** has fully-complied with the required elements of the Citizen's Charter duly-prescribed in the RA 9485 as amended by RA 11032 also known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (EODB-EGSD)

This certification is issued in whatever purposes it may serve.

*Done this 17<sup>th</sup> day of December, 2019 at Civil Service Commission Field Office for Sulu, Jolo, Sulu, Philippines.*

  
**GIL D. CABURNAY**  
Director II

Bawat Kawani, Lingkod Bayani



## Citizen's Charter Validation Checklist

Name of Agency Sulu State College  
 Location Capitol Site Patikul, Sulu  
 Date of Validation January 14, 2019

Branch  
☐ Regional Office ☐ Attached Agency ☒ SUC Main Campus ☐ Subsidiary  
☐ Service Office ☐ Satellite Office ☐ SUC other campus  
 Sector ☐ NGA ☐ GOCC ☐ LWD ☒ SUC ☐ LGU

Instructions: Mark with ✓ if Yes, x if No. Provide details if necessary.

CITIZEN'S CHARTER REQUIREMENT	Yes	No	Remarks
1. Vision and Mission of the Agency	✓		
2. List of Frontline Services	✓		
3. Citizen's Charter shows standard for each service office			
> Step-by-step procedure	✓		
> Officer/Employee responsible for each step	✓		
> Time needed to complete the procedure	✓		
> Amount of fees (if necessary)	✓		
> Required documents	✓		
> Procedure for filing complaints	✓		
4. Posting of CC as information material at the main entrance or at the most conspicuous place of the agency service office (check which ever is applicable)			
4.1 The posted CC contains ALL frontline services offered by the agency/service office (if frontline service units are located in one building)	✓		
4.2 CC is posted in all frontline service units/offices (if frontline service units are located in separate buildings)	✓		
5. CC is published, written in English, Filipino, or in the local dialect and published as an information material (e.g. booklet or brochure)	✓		
6. CC is uploaded in the agency's website and accessible to the public	✓		
7. Process Improvements			
Frontline Service			Findings

## Note:

- Please indicate the Frontline Services as stated in the Certificate of Compliance (CoC).
- Put "none" in the Findings column if no deficiency/ies were noted.

Mark with ✓ agency's CC compliance:

☒ Compliant  
☐ Non-compliant

Attested by:

CIT. D. DABURNAN  
 Name/Position