



**Annex A**  
**New COC Template**

## **CERTIFICATE OF COMPLIANCE**

**Year: 2025**

*Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and Other Purposes*

I, **LILYBETH M. MATUNHAY, Ph.D.**, Filipino, of legal age, **SUC President I** of **Davao de Oro State College**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

- 1) The **Davao de Oro State College** including its **three (3) branches** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen's Charter Handbook Edition: 2025, 1<sup>st</sup> Edition

- 2) The following required forms of posting of the Citizen's Charter are present:

|                                     |
|-------------------------------------|
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |

Citizen's Charter Information Billboard

*(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)*

Citizen's Charter Handbook

*(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002) Official*

website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:

- a. External services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback.

- 4) The Citizen's Charter Handbook enumerates the following information:

- a. Mandate, vision, mission, and service pledge of the agency;
- b. Government services offered (External and Internal Services);

**The Cradle of Golden Opportunities**

**VISION:** A proactive academic pillar of development in the ASEAN Region. **MISSION:** DDOSC shall provide golden opportunities to its stakeholders towards producing globally competent graduates, relevant and responsive research, extension, and production services anchored on good governance.  
**GOALS:** • Quality Instruction • Relevant and Responsive Research, Extension and Production Services • Effective and Efficient Resource Management  
**CORE VALUES:** DDOSC is a trailblazer of learned individuals that values the culture of **EXCELLENCE, INTEGRITY, and SOLIDARITY**





Republic of the Philippines  
**Davao de Oro State College**  
Poblacion, Compostela, Davao de Oro Province



- i. Comprehensive and uniform checklist of requirements for each type of application or request;
  - ii. Classification of service;
  - iii. Type of transaction;
  - iv. Who may avail;
  - v. Client steps and agency actions to obtain a particular service;
  - vi. Person responsible for each step;
  - vii. Processing time per step and total;
  - viii. Fee/s to be paid per step and total, if necessary.
  - c. Procedure for filing complaints and feedback;
  - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
  - e. List of Offices
- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
- 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
- 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
- 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 9) There is an established Client Satisfaction Measurement per service.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.

SUBSCRIBED AND SWORN to before me this  
day of MAR 23, 2025  
at COMPOSTELA, DAVAO DE ORO

RUBEN D. ALTAMERA  
Notary Public  
Until December 31, 2025  
PTR No. 2585051 / 01-02-2025  
TIN - 158-070-559  
IBP No. 000128 / 12-02-2023  
ROLL NO. 24,665  
MCLE NO. V-0024426/11 21 16

LILYBETH M. MATUNHAY, Ph.D.

SUC President I  
Davao de Oro State College

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