

Republic of the Philippines
DEPARTMENT OF FINANCE
NATIONAL TAX RESEARCH CENTER
3rd Floor, Palacio del Gobernador Condominium
Gen. Luna Street cor. A. Soriano Jr. Avenue
Intramuros, Manila



CERTIFICATE OF COMPLIANCE


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 for Other Purpose

I, **MARLENE C. CALUBAG**, Filipino, of legal age, OIC-Executive Director of the National Tax Research Center (NTRC), the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

1. The (name of agency) including its (number of Regional Offices/Branches/Service Offices/Campuses) has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency;
 - b. Government services offered;
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Step-by-step procedure to obtain a particular service;
 - iii. Person responsible for each step;
 - iv. Maximum time needed to conclude the process;
 - v. Document/s to be presented by the applicant or requesting party, if necessary;
 - vi. Amount of fees, if necessary; and c.
 - c. Procedure for filing complaints.
2. The Citizen's Charter is posted as an information billboard through interactive information kiosks, electronic billboards, posters, tarpaulins standees, or any other readable materials that could be easily understood by the public.
3. The Citizen's Charter is posted 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, and/or in the local dialect and published as an information material.
5. The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
6. There is an established Client Satisfaction Measurement per service in the respective offices.

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 20th day of July 2020 in Manila, Philippines.



MARLENE L. CALUBAG
OIC-Executive Director

SUBSCRIBED AND SWORN to before me this 20th day of July 2020 in Manila, Philippines, with affiant exhibiting to me his/her NTRC ID No. 034 issued on April, 2019 at Manila, Philippines.

NOTARY PUBLIC/ ADMINISTERING OFFICER

Doc. No. ____
Page No. ____
Book No. ____
Series of ____