



Bases Conversion and Development Authority

CERTIFICATION OF COMPLIANCE

Pursuant to Republic Act No. 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, **ARNEL PACIANO D. CASANOVA, Esq.**, Filipino, of legal age, President and Chief Executive Officer of the **BASES CONVERSION AND DEVELOPMENT AUTHORITY**, 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 **BASES CONVERSION AND DEVELOPMENT AUTHORITY** has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the GOCC;
 - 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; and
 - h. Procedure for filing complaints.
2. The Citizen's Charter is posted as information billboards in all the service offices of **BASES CONVERSION AND** 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 October 30, 2012 and underwent review and revision in June and September 2013 as required under Section 4, Rule IV of the IRR: *The office or agency shall review the Citizen's Charter whenever necessary, but not less than once every two years.*
7. The Citizen's Charter already shows the improvements that resulted from the process review of frontline service delivery, specifically: a) Financial Policies and Procedures, particularly on the Budget Preparation Policy where a new form was introduced to reduce the number of forms being used and which, in effect, streamlined and simplified the budget preparation process; b) Asset Disposition Process, on the enhanced presentation of process flow in asset disposition.

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 affixed my signature this ____ day of November 2013 at Taguig City, Metro Manila, Philippines.

ARNEL PACIANO D. CASANOVA, Esq.
President & Chief Executive Officer
Passport No.: WW0498625
Issued on: 28 October 2013
Issued at: DFA – Manila

SUBSCRIBED AND SWORN to before me this NOV 29 2013 day of November, 2013 in the City of Taguig, Metro Manila, Philippines, with affiant exhibiting to me his government-issued ID, the details of which are hereinabove specified.

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ATTY. GERALDINE C. RANILLO
Notary Public
Until December 31 2013
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IBP No. 913379 / 12-28-12 / RSM
Roll No. 50451