

## Annex 4 - ARTA COMPLIANCE TEMPLATE

Republic of the Philippines  
**BOHOL ISLAND STATE UNIVERSITY**  
Clarín, Bohol

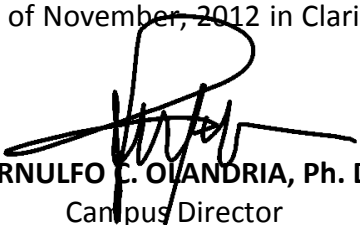
### CERTIFICATION OF COMPLIANCE

This is to certify that the BISU Clarín, Bohol has complied with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations and the person whose signature appears below hereby declares and certifies the following truths:

1. That the BISU Clarín, Bohol has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision & 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
2. That the Citizen's Charter is posted as information billboards in all the service offices of BISU Clarín, Bohol that deliver frontline services.
3. That 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 published, written either in English, Filipino or in the local dialect.

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 this 16<sup>th</sup> day of November, 2012 in Clarín, Bohol, Philippines.

  
**ARNULFO C. OLANDRIA, Ph. D.**  
Campus Director