



# MANAPLA WATER DISTRICT

B. Gallo St., Manapla, Negros Occidental  
Tel. No. (034) 491-0013

## 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 Purposes

I, *Arlene Mae B. Balatayo*, Filipino, of legal age, *OIC-General Manager* of the *Manapla Water District*, 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 *Manapla Water District* 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;
    - iii. Maximum time needed to conclude the process;
    - iv. Document/s to be presented by the applicant or requesting party, if necessary;
    - v. Amount of fees, if necessary; and
  - 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 this 7<sup>th</sup> day of February, 2020 in Manapla, Negros Occidental, Philippines.

*Arlene Mae B. Balatayo*  
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 Arlene Mae B. Balatayo  
 OIC- General Manager  
 Manapla Water District

**SUBSCRIBED AND SWORN** to before me this        day of       , 2020 in Bacolod City, Negros Occidental, Philippines, with affiant exhibiting to me his/her MWD ID - 002 issued on August 13, 2019 at Manapla Water District, Manapla Negros Occidental. **ATTY. JOHN MARK A. CAMALON**

**NOTARY PUBLIC ADMINISTERING OFFICER**

NOTARY PUBLIC  
 FOR AND IN THE CITIES OF BACOLOD, TALISAY  
 PROVINCE OF NEGROS OCCIDENTAL  
 UNTIL 12-31-2020  
 NOTARIAL COMM. NO. NP-0083-20  
 ROLL OF ATTORNEY'S NO. 67085  
 MICLE COMPLIANCE NO. VI-0008657  
 IBP OR NO. 106-723, JAN. 4, 2020  
 PTR NO. 08331560, 02 JAN. 20  
 RM. 6, 2F BOYSCOUTS OF PHILS. BLDG.  
 LACSON ST, BACOLOD CITY  
 OFFICE # 703-2005

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