



CERTIFICATE OF COMPLIANCE

Year: 2025

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

I, **Karen Kristine A. Roscom, PFT, PhD, CESO III**, Filipino, of legal age, **Director IV** of the **Department of Agriculture - Bureau of Agriculture and Fisheries Standards (DA-BAFS)**, the person responsible and accountable in ensuring compliance with Section 6 of the RA 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

1) The **DA-BAFS** has established its most current and updated Citizen's Charter pursuant to Section 6 of RA 11032, its Implementing Rules and Regulations (IRR), and the relevant ARTA Issuances.

Citizen's Charter Handbook Edition: 2025, 1st Edition

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

- a. Citizen's Charter Information billboard (*in the form of desktop computer kiosk*);
- b. Citizen's Charter Handbook (*aligned with Reference B of ARTA Memorandum Circular No. 2019-002*); and
- c. 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 (in designation) for each step;
- d. Maximum processing time; and
- e. 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);
 - 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 (in designation) for each step; and
 - vii. Processing time per step and total.
- c. Procedure for filing complaints and feedback; and
 - e. List of Offices.
- 5) The Citizen's Charter Information Billboard is posted at the office lobby near the main entrance of the office.
- 6) The printed Citizen's Charter Handbook is placed at every office's division/unit to complement the information on the services indicated in the Information Billboard.
- 7) The Citizen's Charter Handbook version is uploaded on the website of the office through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website.
- 8) The Citizen's Charter is written in English.
- 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.


KAREN KRISTINE A. ROSCOM, PFT, PhD, CESO III
Director IV, DA-BAFS
