



Republic of the Philippines

NATIONAL COUNCIL ON DISABILITY AFFAIRS

CERTIFICATE OF COMPLIANCE

This is to certify that the **NATIONAL COUNCIL ON DISABILITY AFFAIRS** 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 **NATIONAL COUNCIL ON DISABILITY AFFAIRS** has established its service standards know as the Citizen's Charter that enumerates the following:
 - a. Vision and 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
 - g. Required documents
 - h. Procedure for filing complaints
2. That the Citizen's Charter is posted as information billboards in all the service offices of the **NATIONAL COUNCIL ON DISABILITY AFFAIRS** that deliver frontline services.
3. That the Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous places 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 hand this 10th day of December 2012 in Quezon City, Philippines

CARMEN REYES-ZUBIAGA
Acting Executive Director III
Department/Agency Head