

Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM OFFICE OF THE EXECUTIVE DIRECTOR

CERTIFICATE OF COMPLIANCE

Year: 2023

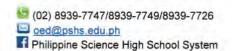
Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

- I, Lilia T. Habacon, Filipino, of legal age, Executive Director of the Philippine Science High School System - Office of the Executive Director, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:
- 1.) The PSHS System including in 16 campuses has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA issuances.

Citizen's Charter Handbook Edition: 2022. 2nd Edition

- 2.) The following required forms of posting of the Citizen's Charter are present:
 - (In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)
 - (Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)
 - □ 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 for each step;
 - d. Maximum processing time;
 - e. Fee/s to be paid, if necessary; and
 - f. Procedure for filing complaints and feedback.
- 4.) The Citizen's Charter Handbook enumerates the following information:
 - 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 request;
 - ii. Classification of service
 - iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service;











Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM OFFICE OF THE EXECUTIVE DIRECTOR

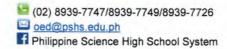
- vi. Person responsible for each step;
- vii. Processing time per step and total;
- viii. Fee/s to be paid per step and total, if necessary.
- c. Procedure for filing complaints and feedback;
- d. Contact information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
- e. List of Offices
- The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
- 6.) The printed Citizen's Charted Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
- 7.) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
- 8.) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 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.

LILIA T. HABACON,

Executive Director

Philippine Science High System – Office of the Executive Director







INSTRUCTIONS	1. Please do not abbreviate.

Name of Agency	Philippine Science High School System - Office of the Executive Director
Department Order	Memorandum No. 281-A
CART or SUBCART	CART

NO.	NAME	CART DESIGNATION	POSITION /	OFFICE/	EMAIL ADDRESS	CONTACT
1	Lilia T. Habacon	Chair	Executive Director	PSHS-OED	oed@pshs.edu.ph	8 9397747
2	Rod Allan A. De Lara	Vice-Chair	Deputy Executive Direct		oed@pshs.edu.ph	8 9397747
3	Jay P. Bassig	Member	Special Science Teach	PSHS-BRC	ocd@brc.pshs.edu.ph	871-2280 to 84
4	Edward C. Albaracin	Member	Campus Director (Dire	PSHS-CARC	ocd@carc.pshs.edu.ph	(074) 4230126
5	Romeo Madrona Jr.	Member	Special Science Teach	PSHS-CBZRC	ocdsec@cbzrc.pshs.edu.p	<u>1</u> 7246199
6	Fresca S. Nedic	Member	Supervising Administra	PSHS-CLC	fsnedic@clc.pshs.edu.ph	(045) 4990136
7	Gay Marie T. Madrazo	Member	Special Science Teach	PSHS-CMC	rcmadrazo@cmc.pshs.ed	ս (063) 2217463
8	Engr. Ramil A. Sanchez	Member	Campus Director (Director)		ocd@crc.pshs.edu.ph	(085) 8170987
9	Harold V. Gallo	Member	Special Science Teach	PSHS-CVC	ocd@cvc.pshs.edu.ph	(920) 2435155
10	Lorna C. Marquez	Member	Supervising Administra	PSHS-CVisC	ocd@cvisc.pshs.edu.ph	(032) 4851000
11	Ronnalee N. Orteza	Member	Campus Director (Dire	PSHS-IRC	ortezarn@irc.pshs.edu.pl	(077) 6741454
12	Lawrence V. Madriaga	Member	Campus Director (Dire	PSHS-MC	ocd@mc.pshs.edu.ph	(02) 8 9174729
13	Meriam Fallar	Member	Administrative Officer \	PSHS-MRC	pshs@mrc.pshs.edu.ph	(0939) 8172212
14	Edman H. Gallamaso	Member	Campus Director (Dire	PSHS-SRC	ocd@src.pshs.edu.ph	(0917) 3192797
15	Arthess G. Castor	Member	Supervising Administra	PSHS-WVC	acastor@wvc.pshs.edu.p	h (033) 3295644
16	Giemar D. Legaspi	Member	Accountant II	PSHS-SMC	info@smc.pshs.edu.ph	(082) 2930002
17	Chuchi P. Garganera	Member	Campus Director (Di	r PSHS-ZRC	pshs_zrc@zrc.pshs.edu.p	h (065) 3007012
18	Leslie C. Cruto	Member	Special Science Tea	dPSHS-EVC	ocd.evc@pshs.edu.ph	(053) 8880366
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						