

## Annex 4 – ARTA COMPLIANCE TEMPLATE



Republic of the Philippines  
**PHILIPPINE STATE COLLEGE OF AERONAUTICS**  
Piccio Garden, Villamor, Pasay City

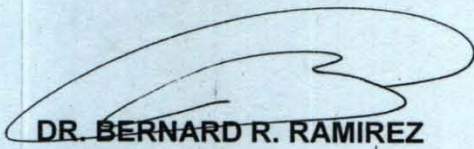
### CERTIFICATION OF COMPLIANCE

This is to certify that the **Philippine State College of Aeronautics** has complied with the 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 **Philippine State College of Aeronautics** has established its service standards known 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 service offices of Philippine State College of Aeronautics that deliver frontline services.
3. That the Citizen 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 English, Filipino, or in local dialect.

This Certification is being issued to attest to the truth and accuracy of all the foregoing based on available records and information that can be verified.

**IN WITNESS WHEREOF**, we have hereunto affixed our signatures this **14<sup>th</sup>** day of **December 2012** at **Pasay City, Philippines**.

  
**DR. BERNARD R. RAMIREZ**  
College President