



**Annex A
 New COC Template**

CERTIFICATE OF COMPLIANCE
Year: 2024

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, **ATTY. ALBERTO B. SIPACO, JR.**, Filipino, of legal age, **Chairperson, President & CEO** of the **Philippine Mining Development Corporation**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

- 1) The **Philippine Mining Development Corporation** including its **(1 Regional Office/ 2 Field Offices)** 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' Charter Handbook Edition: 2022, 4th Edition(Year, Edition Number)
 Example: 2021, 1st Edition

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

√	Citizen's Charter Information billboard <i>(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)</i>
√	Citizen's Charter Handbook <i>(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)</i>
√	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:

- 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 for each step;
 - vii. Processing time per step and total;



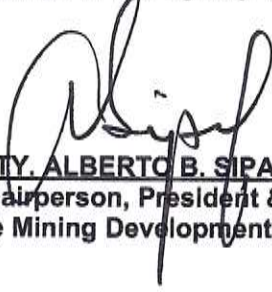


Republic of the Philippines
**PHILIPPINE MINING
DEVELOPMENT CORPORATION**
Creatina Wealth. Enrichina Lives.

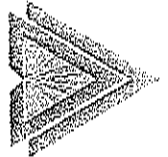


- vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.
 - c. Procedure for filing complaints and feedback;
 - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
 - e. List of Offices
- 5) 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 Charter 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.


ATTY. ALBERTO B. SIPACO, JR.
Chairperson, President & CEO
Philippine Mining Development Corporation





ADVISORY NO. 019
SERIES OF 2024

FOR : ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

SUBJECT : REITERATION ON THE DEADLINE OF SUBMISSION OF THE COMPLIANCES UNDER R.A. 11032, OR THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018, AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)

DATE : 07 February 2024

The Anti-Red Tape Authority is mandated under Section 17 of the Republic Act No. 11032, or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, to implement and oversee a national policy on anti-red tape and to monitor and evaluate the compliance of agencies covered by the Act. In pursuit of this mandate, ARTA released a series of Memorandum Circulars to set forth the guidelines for complying with the requirements of the law and its Implementing Rules and Regulations (IRR).

This advisory is being issued to underscore the manner and schedule of submission of the following compliances with the Authority:

NO	COMPLIANCE	FREQUENCY OF SUBMISSION	TIMELINE OF SUBMISSION	MANNER OF SUBMISSION
1	Annual Regulatory Plan (ARP)	Annual submission	Submit on or before 07 March 2024	Submit their respective ARPs in text-readable/searchable PDF format via electronic mail at ria@arta.gov.ph , with the subject line <i>[Annual Regulatory Plan]_Agency Name_2024</i> .
2	Citizen's Charter (CC) and Certificate of Compliance (CoC)	CoC – Annual submission CC – At any time that updates and/or revisions are incorporated	Without revisions in the CC – Submit the CoC for F.Y. 2024 on or before <u>31 March 2024</u> using this template: https://www.arta.gov.ph/3CoCTemplate With revisions in the CC – Submit the updated CC and the CoC for F.Y. 2024 on	Submit the CC and/or CoC in text-searchable pdf format through the following links: For Government-Owned or Controlled Corporations (GOCCs) https://www.arta.gov.ph/GOCC2024CoCandCC For Hospitals: https://www.arta.gov.ph/GOCCsCoCHospitals

