



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupang ng Pilipinas*

**CERTIFICATION OF COMPLIANCE**

This is to certify that the National Archives of the Philippines 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 Archives of the Philippines 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 the service offices of the National Archives of the Philippines that deliver frontline services.
3. That the Citizen's 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 in English, Filipino, or in the local dialects.

The 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, we have hereunto affixed our signatures this 18<sup>th</sup> day of February 2013 at Manila, Philippines.

**VICTORINO MAPA MANALO**  
Head of the Procuring Entity

By:

  
**VIRGINIA E. DARLUCIO**  
Deputy Executive Director