

CoC

CERTIFICATE OF COMPLIANCE

(Pursuant to Republic Act 9485: An act to improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor)

I, GAY ALFRED A. BLANCO, Filipino, of legal age, Development Management Officer IV, of the Philippines National Commission for UNESCO, located at the Ground Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, being responsible and accountable in ensuring compliance with Section 6 of the Anti Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify that the Philippines National Commission for UNESCO have already addressed the following deficiencies identified during the Citizen's Charter validation conducted on 07 September 2016 by the CSC Regional/Field Office.

1. A new/updated "Citizen's Charter"
2. Inclusion of Step-by step procedure, Officer /employee responsible, procedure for filing complaints in Citizen's Charter
3. No brochure/booklet of Citizen's Charter
4. Wearing of readable ID/nameplates by the Officers and employees
5. Non-presence of courtesy lane for elderly/pregnant women/PWD
6. No smoke-free poster

This certification is being issued to attest to the truth and accuracy of all information contained herein based on available records and information that can be verified with the Philippines National Commission for UNESCO.

IN WITNESS HEREOF, I hereunto set my hands this 13th day of September 2016 in Pasay City, Philippines.

For the Authority of:

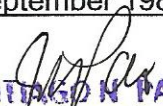
LINDSAY A. BARRIENTOS
Officer-in-Charge



GAY ALFRED A. BLANCO
Development Management Officer IV

SUBSCRIBED AND SWORN to before me this 13th day of September 2016 at Pasay City, Philippines, affiant exhibited to me his Company ID issued in September 1988 at Pasay City.

Doc. No. 207
Series of CC
Fee Paid 00
O.R. No. 2016


SANTIAGO N. PASTOR
Notary Public for Pasay City until Dec 31, 2019
ISP (PALM) 10 10228 12/15/15
PTR# 0506059 10411
Roll # 12741 Book V / Not Com. No. 140
MCIF IV Exempted

Issuance of recommendation for Tax and duty-free exemptions

How to Avail of the Service

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit letter-request for tax and duty-free exemption with the required supporting documents (original and photocopy) as applicable (i.e. AWB, B/L, Invoice, Packing List Deed of Donation, Deed of Acceptance, sample of items requested)	<p>Check if the original and photocopies of the documents presented are the same.</p> <p>Receive letter-request with a complete set of the documents presented (original supporting documents will be returned to the applicant/client)</p>	<p>2 mins.</p> <p>2 min</p>	Receiving Officer	None	none
2	Wait for instructions	<p>If the request was filed in the morning, inform the applicant to follow-up in the afternoon of the same day. If the request was filed in the afternoon, request the applicant to follow-up the next day.</p> <p>Process the request based on the UNESCO Florence Agreement</p>	<p>2 min.</p> <p>2-3 mins.</p>	Receiving Officer	none	none
3	Follow-up on the status of the request through landline	Inform the applicant/client on the status of his/her request (ready for pick-up, for signature, etc.)	2 mins.	Receiving Officer	none	none
4	Pick-up the requested letter-recommendation form at the PH NatCom Office	Release the requested letter-recommendation to the authorized personnel. If another person will release the document (not the one who filed the letter-request), an authorization letter signed by the head of the requesting Office/agency and one (1) valid ID of the representative must be presented.	2-3 mins.	Receiving Officer	none	None
END OF TRANSACTION						