



Service. Excellence. Innovation.

CERTIFICATE OF COMPLIANCE

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. 9585, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, **JOSETTE T. BIYO**, Filipino, of legal age, **Director IV** of the **SCIENCE EDUCATION INSTITUTE-DEPARTMENT OF SCIENCE AND TECHNOLOGY**, the person responsible and accountable in ensuring compliance with Section 6 of Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The **SCIENCE EDUCATION INSTITUTE** has established its services standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and Mission of the agency;
 - b. Government services offered;
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Step-by-step procedure to obtain a particular service;
 - iii. Person responsible for each step;
 - iv. Maximum time needed to conclude the process;
 - v. Document/s to be presented by the applicant or requesting party, if necessary;
 - vi. Amount of fees, if necessary; and
 - c. Procedure of filing complaints
- 2) The Citizen's Charter is posted as an information billboard through interactive information, electronic monitors, tarpaulin standees, or any other readable materials that could be easily understood by the public.
- 3) The Citizen's Charter is posted 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 written either in English, Filipino, and/or in local dialect and published as an information material.
- 5) The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
- 6) There is an established Client Satisfaction Measurement per service in the respective offices.

This 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, I have hereunto set my hand this _____ of _____, _____ in _____, Philippines.

Jose T. Biyo
JOSETTE T. BIYO, Ph.D.
 Director IV
 DOST-Science Education Institute

SUBSCRIBED AND SWORN to before me this 03 DEC 2021 day of 2021 in TAGUIG CITY Philippines, affiant exhibiting to me her SEI Employee ID issued on 18 November 2019 at Taguig City.

NOTARY PUBLIC/ ADMINISTERING OFFICER
RACHEL GINAW. COPANUT-PANGWI

NOTARY PUBLIC UNTIL DEC. 31, 2021
 Notarial Commission Appt. No. 10 (2020-2021)
 3/F Pacuro Bldg. #427 ML Quezon Ave., Lower Bicutan, TC
 PTR No. A-5063211/1-4-21, Taguig City

Doc No. 152
 Page No. 32
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