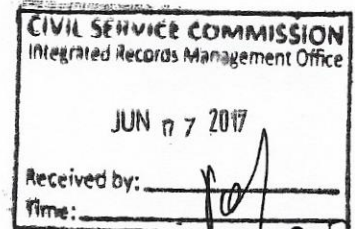


Date : June 1, 2017



TO : **HELENE GRACE T. RAMOS**  
Director IV  
Office for Strategy Management (OSM)  
Civil Service Commission (CSC - CO)

CC : **Ms. ESTHER A CRUZ**  
AO 25 Secretariat

Dear Director Ramos,

We are transmitting the attached notarized Certificate of Compliance for Anti Red Tape Act (ARTA) for Inter-country Adoption Board (ICAB).

Thank you.

Very truly yours,

  
**SHERWIN F. PEREZ**  
Administrative Officer V

Date : June 1, 2017

TO : **Ms. ESTHER A CRUZ**  
AO 25 Secretariat

CC : **HELENE GRACE T. RAMOS**  
Director IV  
Office for Strategy Management (OSM)  
Civil Service Commission (CSC - CO)

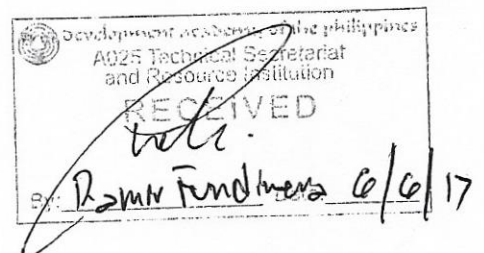
Dear Madame Cruz,

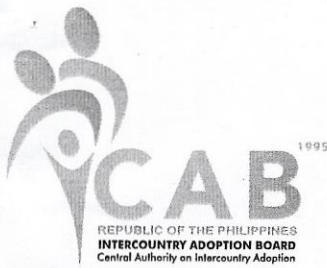
We are transmitting the attached notarized Certificate of Compliance for Anti Red Tape Act (ARTA) for Intercountry Adoption Board (ICAB).

Thank you.

Very truly yours,

  
**SHERWIN F. PEREZ**  
Administrative Officer V





For Agencies with No Frontline Services

**CERTIFICATION 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, **BERNADETTE B. ABEJO**, Filipino, of legal age, **Executive Director of the Intercountry Adoption Board (ICAB)**, 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 the following facts:

- 1) **ICAB** has no frontline services, thus, an equivalent Citizen's Charter or Service Charter has been established that enumerates the following:
  - a. **Vision and Mission of the Agency**
  - b. **Internal services offered**
  - c. **Step-by-step procedure in availing of the services**
  - d. **Employee responsible for each step**
  - e. **Time needed to complete the procedure**
  - f. **Required documents**
- 2) The Service Charter is posted as information billboard.
- 3) The Service Charter is positioned at the entrance or at the most conspicuous place of the delivery unit that delivers the services.

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 HEREOF, I have hereunto set my hand this 25<sup>th</sup> of May, 2017 in Cubao, Quezon City, Philippines.

**BERNADETTE B. ABEJO**  
Executive Director  
Intercountry Adoption Board

MAY 29 2017

SUBSCRIBED AND SWORN to before me this 14<sup>th</sup> of May 2017, in Quezon City, Philippines, with affiant exhibiting to me his/her ( ) issued on (date ) at (place ).

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Page No. 26  
Book No. IX  
Series of 2017

**NOTARY PUBLIC**

ATTY. MICHELLE DIATA P. MANIWANG  
NOTARY PUBLIC FOR AND IN QUEZON CITY  
Staff B 75 Felix Manalo st., Bigy Pigkisan, Cubao, Q.C.  
ADM. MATTER NO. NP-183 (2016-2017)  
Roll of Attorney No. 61036  
IRP No. 1054866/01-03-17/Quezon City  
PTR No. 3862761/01-03-2017/Quezon City  
MCLE Compliance No. V-G012423-12-10-2015  
My Commission Expires on December 31, 2017