

**HEADQUARTERS  
ACCOUNTING SERVICE PHILIPPINE ARMY  
Fort Andres Bonifacio, Metro Manila**

**CERTIFICATE of COMPLIANCE**

Pursuant to Republic Act 11032, 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 thereof

I, **AYLENE P GARCIA, CPA**, Filipino, of legal age, **Acting Army Chief Accountant** 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) The **ASPA** 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. Required documents
- 2) The Citizen's Charter is posted as information billboards in all the service offices of OESPA, PA that deliver frontline services.
- 3) The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said services.
- 4) The Citizen's Charter is written either in English, Filipino, or in the local dialect and published as an information material (e.g. booklet or brochure)
- 5) The Citizen's Charter is uploaded in the agency's website and accessible to the public.
- 6) The agency has undertaken self-assessment and reporting of improvements in its existing Citizen's Charter.
- 7) The Citizen's Charter shows the process improvements, specifically on the streamlining of procedures and shortened turnaround time, on the most availed frontline services:

Frontline Services	Process Improvement	Action Taken to Improve Process	Results/Benefits
Issuance of PA Accountability Clearance	From 30 mins length of process to 18 mins	Adoption of Electronic New Government Accounting System (eNGAS)	Shortened timeline helps the concern personnel to process his/her purpose
Processing of Claims	From 3 hrs length of process to 1hr and 37 mins	Receipt of PS and MOOE claims was transferred from Admin to Disbursement Branch; Adoption of eNGAS	Shortened timeline helps the Budget unit of PAMUs to perform programmed activities

Granting of Cash Advance	From 3 hrs and 30 mins length of process to 1 hr and 22 mins	Adoption of eNGAS	Shortened timeline helps the SDO & DO to encash check in a short period of time
Liquidation of Cash Advance	Expected time to process is 1hr and 3 mins	Person in-charge shall be assigned from Bookkeeping to Disbursement Branch	Helps the SDO & DO to request another cash advance
Issuance of Certification of Availability of Funds	From 2hrs and 30 mins length of process to 1hr and 32 mins	Existing time duration per procedure was shortened based on actual	Help the PAPC to initiate the Notice to Proceed
Issuance of Notice of Transfer of Allocation	From 1hr and 10 mins length of process to 35 mins	Verification of requirements upon receipt shall be transferred from Admin to Bookkeeping Branch	Helps the requesting unit to disburse the right financial claims
Confirmation Endorsement of Disbursing and Special Disbursing Officer	From 45 mins length of process to 35 mins	Endorsement shall not be reviewed by the C, Operation but instead from C, Admin to C, ASPA directly	Helps the requesting personnel to undertake their duty as SDO or DO

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 JUL 20 2018 of February 2018 in Metro Manila, Philippines.

AYLENE P GARCIA, CPA  
Acting Army Chief Accountant

SUBSCRIBED AND SWORN to before me this JUL 20 2018 of February 2018 in Metro Manila, Philippines with affiant exhibiting to me his government issued ID issued on MAKATI CITY

ATTY. ALEX ALBERTO M. POPANES  
NOTARY PUBLIC FOR MAKATI CITY  
UNTIL DECEMBER 31, 2019  
IBP Lifetime No. 011474  
PTR No. A-3693783  
Roll No. 55250  
2/F Gusaling Mayor Heneral De los Reyes  
Fort Andres Bonifacio, Makati City  
Cell Nr. +639175961592

Notary Public

Doc. No. 521  
Page No. 105  
Book No. 01  
Series of 2018