



OFFICE OF THE MAYOR

MEMORANDUM

January 4, 2024

TO: **ALL DEPARTMENTS AND UNITS**
This Unit

SUBJECT: **COMPLIANCE TO THE ANTI-RED TAPE ACT BY ALL DEPARTMENTS
AND UNITS OF THE LOCAL GOVERNMENT UNIT OF AMULUNG**

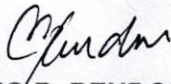
In keeping with the tenor of Republic Act No. 11032 or the Anti-Red Tape Act of 2007 to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government as a state policy, all departments and units of this Local Government Unit shall submit not later than January 9, 2024 to the Human Resource Management Office the following:

1. Citizens' Charter
2. Office Mandates
3. Services Flow Chart
4. Feedback Mechanism

After consolidation, the Human Resource Management Officer shall submit the same, as required, to the Anti-Red Tape Authority on or before January 15, 2024.

Ensure that the approved Citizens' Charter are posted in front of offices with appropriate size.

For strict compliance and information.


ELPIDIO R. RENDON
Municipal Mayor

