



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
# 82 Military Cut-Off, Baguio City  
Tel. No.: 446-6738 Fax: (074) 442-7819



**DIVISION MEMORANDUM**

No. 165, s. 2013

To : All Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teacher-In-Charge

From : FRANCIS CESAR B. BRINGAS, CESO VI  
Asst. Schools Division Superintendent  
Officer-In-Charge

Subject : Posting of Citizen's Charter

Date : October 25, 2013

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1. In line with the condition for the grant of the 2013 Performance-Based Bonus, all schools must submit compliance with the good governance conditions stated in MC No. 2013-01. One such condition is the update of the Department's Citizen's Charter to reflect improvements in service delivery as mandated by RA 9485 and posting of all Citizen's Charter. Failure to comply with the said condition will render the Department ineligible for the grant of the PBB for FY 2013.
2. Schools should submit documentary evidence e.g. pictures on the posting of Citizen's Charter in all frontline service offices/schools. Submission is on or before October 29, 2013.
3. For immediate and strict compliance.