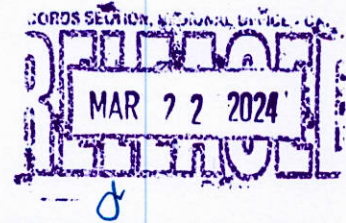




Republic of the Philippines
Department of Education
CARAGA REGION



March 19, 2024

REGIONAL MEMORANDUM
No. 0267, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

**EXTENSION OF DEADLINE ON THE SUBMISSION OF THE ZERO
BACKLOG REPORT**

1. This Office hereby disseminates Anti-Red Tape Authority (ARTA) Advisory No. 022, s. 2024 relative to the Extension of Deadline on the Submission of the Zero Backlog Report.
2. As highlighted in the enclosed copy of the said Advisory, the deadline of submission of the Zero Backlog Report is EXTENDED from March 7 to April 12, 2024 with the same coverage period of inventory from January 1, 2023 to December 31, 2023.
3. A copy of ARTA Memorandum Circular No. 2022-02, s. 2022 is also enclosed in this Memorandum to provide template of the Zero Backlog Report indicated as Annex A: Zero Backlog Program; Annex B: Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog and Annex C: Zero Backlog Certification.
4. Wide dissemination and strict compliance of this Memorandum are highly desired.

MARIA INES C. ASUNCION
Director III
OIC-Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

[Signature]
PEDRO T. ESCOBARTE, JR.
Assistant Regional Director

Encls: ARTA Advisory No. 002, s. 2024 & Memorandum Circular No. 2022-02, s. 2022
Reference/s: ARTA Advisory No. 002, s. 2024 & Memorandum Circular No. 2022-02, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

ADVISORY

ARTA

REPORTS

ASD/mcd
03/19/2024

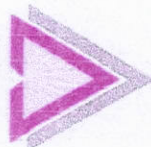


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2024-03-04735

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



ADVISORY NO. 022
SERIES OF 2024

FOR : ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

SUBJECT : EXTENSION OF DEADLINE ON THE SUBMISSION OF THE ZERO BACKLOG REPORT

DATE : 11 March 2024

1. Pursuant to ARTA Memorandum Circular (MC) No. 2022-02, "Reiterating the Provisions of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or R.A. 11032 on Automatic Approval or Automatic Extension for Pending Applications or Requests of Agencies Beyond the Prescribed Processing Time for the Submission of the Zero Backlog Report," all government agencies are mandated to implement a Zero Backlog Program to address current and/or future pending transactions.
2. ARTA MC No. 2023-01, with subject "Clarifying the Deadline and Amendment on Memorandum Circular (MC) No. 2022-022," effectively amended the coverage period of Section 3.2 of ARTA MC 2022-02 to read as:

All government agencies and offices are directed to submit a backlog report of pending transactions on or before 07 March of every year using the Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances, tagged as a Backlog (Annex B). This shall detail the pending transactions of a particular service vis-à-vis the declared processing time in the Citizen's Charter.

*The coverage period for reporting the inventory of all licenses, permits, certifications, authorizations, and clearances tagged as a backlog shall be from **01 January 2023 until 31 December 2023.***

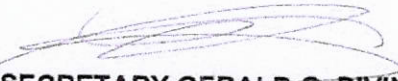
3. To give consideration and allow ample time for agencies to comply with the requirement, the Authority informs that the deadline of the submission of the Zero Backlog Report is hereby **EXTENDED** from **07 MARCH 2024** to **12 APRIL 2024** with the same coverage period of inventory from 01 January 2023 until 31 December 2023.

4. The extension only applies to the current year. For the succeeding submissions, the regular deadline for the submission of a backlog report remains on or before 07 March of every year as provided under Section 3.2 of ARTA MC No. 2022-02.
5. Agencies shall submit their respective reports through the electronic filing using the link below.

<https://www.tinyurl.com/ZeroBacklogProgram>

For information and compliance.

Recommending Approval:


UNDERSECRETARY GERALD G. DIVINAGRACIA
Deputy Director General for Operations

Approved:


SECRETARY ERNESTO V. PEREZ
Director General



MEMORANDUM CIRCULAR NO. 2022-02
Series of 2022

FOR: ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS ("LGUs"), GOVERNMENT-OWNED-OR-CONTROLLED CORPORATIONS ("GOCCs"), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

SUBJECT: REITERATING THE PROVISIONS OF THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 OR R.A. 11032 ON AUTOMATIC APPROVAL OR AUTOMATIC EXTENSION FOR PENDING APPLICATIONS OR REQUESTS OF AGENCIES BEYOND THE PRESCRIBED PROCESSING TIME AND FOR THE SUBMISSION OF THE ZERO BACKLOG REPORT

DATE: 07 March 2022

1. BACKGROUND AND LEGAL BASIS

- 1.1 Section 2 of RA 11032 declares the State Policy of promotion of 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.
- 1.2 Section 10 of RA 11032 provides for the Automatic Approval or Automatic Extension of License, Clearance, Permit, Certification, or Authorization. If a government office or agency fails to approve or disapprove an original application or renewal of license, clearance, permit, certification or authorization within the prescribed processing time, said application or request shall be deemed approved, provided that all required documents have been submitted and all required fees and charges have been paid.
- 1.3 Section 4, Rule VIII of the Implementing Rules and Regulations (IRR) of RA 11032, provides that after investigation and verification of the applicant's full submission of all necessary documents and payment of all required fees, the Authority shall issue a declaration of completeness and order the concerned office or agency to issue the approval, extension, and/or renewal of the license, clearance, permit, certification, or authorization deemed automatically approved provided by Section 10 of the Act.
- 1.4 ARTA Memorandum Circular ("MC") No. 2020-02 establishes the 3-7-20 Day, in line with the President's mandate to process government transactions without delay and

to ensure the implementation of efficient delivery of government service. The ARTA MC also included the proposed template to be used for auditing and verification purposes.

2. PURPOSE

To adapt and adjust under the "New Normal" because of the effects of Covid-19 pandemic, ARTA MC No. 2020-06 was issued. The MC set a simplified, streamlined, and automated standards, measures, and procedures to be adopted by all covered agencies to ensure efficient and hazard-free government services.

The Authority is hereby reiterating the **DIRECTIVE** that all government offices and agencies shall conduct an inventory of all its pending simple, complex, and highly-technical transactions as of this date. The pending transactions or applications which remain unacted upon beyond its prescribed processing time with complete documentary requirements and fully paid fees based on their respective Citizen's Charter shall be automatically approved or automatically extended, as the case maybe, in compliance with the provisions of Section 10 of RA 11032 and its IRR in granting Automatic Approval or Automatic Extension of License, Clearance, Permit, Certification, or Authorization.

3. GUIDELINES FOR THE SUBMISSION OF ZERO BACKLOG REPORT AND OTHER RELEVANT DOCUMENTS EVERY MARCH 7TH

3.1 All government agencies are mandated to implement a Zero Backlog Program pursuant to Section 1 Rule VI of the IRR of RA 11032 to address current and/or future pending transactions. Said program shall be a one-time submission to the Authority using the template provided as Annex A of this Circular, unless said Program will necessitate changes as deemed necessary.

3.2 All government agencies and offices are directed to submit a backlog report of pending transactions on or before **March 7 of every year** using the Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog ("ANNEX B"). This shall detail the pending transactions of a particular service vis-à-vis the declared processing time in the Citizens Charter. The coverage period in reporting the inventory of all licenses, permits, certifications, authorizations, clearances tagged as a backlog is from March 8th of the current year until March 6th of the following year. For the current year, 2022, the submission shall be made on or before 29 April 2022 which shall cover the period March 2020 to 06 March 2022.

3.3 In case there are no pending transactions for reporting to the Authority, government agencies and offices are required to submit a Zero Backlog Certification ("ANNEX C") as to compliance with the annual reporting.

3.4 All submissions shall be made by electronic filing using the link <https://tinyurl.com/ZeroBacklogProgram>.



4. AMENDMENT TO THE GUIDELINES

The guidelines outlined in this Circular are subject to change as deemed necessary by the Authority.

5. REPEALING CLAUSE

Provisions of previous issuances of the Authority that are inconsistent with this Circular are hereby reversed, set aside or declared ineffective.

6. SEPARABILITY CLAUSE

If any provisions or part of this Circular is held unconstitutional or invalid, it shall not affect the validity of the remaining provisions of this Circular.

7. EFFECTIVITY

This Circular shall take effect upon publication and registration with the University of the Philippines-Office of the National Administrative Register.

~~RECOMMENDING APPROVAL:~~

UNDERSECRETARY ERNESTO V. PEREZ
Deputy Director General for Operations

UNDERSECRETARY EDUARDO V. BRINGAS
Deputy Director General for Legal

UNDERSECRETARY CARLOS F. QUITA
Deputy Director General for Administration, Finance and Special Programs

APPROVED BY:

~~SECRETARY JEREMIAH B. BELGICA~~
Director General

Annex "A"

Zero Backlog Program

Government Agency/Office Logo	
Department/Agency	<i>Indicate the name of the agency</i>
Program Title/Name	<i>Name or title of the Zero Backlog Program implemented by the agency</i>
Program Objective	<i>Program Objective</i>
Target Output	<i>The intended output of the program once completed</i>
Date Implemented	<i>The date when the program was implemented</i>
Implementing office	<i>The name of the office implementing the Zero Backlog Program</i>

Program Description
<i>Description of the Program</i>

Matrix of Services and Plan of Action							
Office	Name of service	Classification (Simple, Complex, Highly Technical)	Average Number of applications/requests/ license/permit/clearances, etc. received per day	Average number of applications / requests/ license/permit/clearances, etc. processed within the prescribed processing time	Average number of applications/ requests/ license/permit/clearances, etc. ISSUED within the prescribed time	Intervening Factors for the gap (i.e., limited IT infrastructure, unavailable signatories, etc.)	Plan of Action to address the gap (i.e., Streamlining, Digitalization.)

Implementation Results
<i>Indicate significant improvements since the implementation of the Zero Backlog Program</i>

Name and Signature of Head of Agency/ARTA Focal



SMARTER INITIATIVES. BETTER PHILIPPINES

Annex "B"

Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog

Name of Government Agency/Office					
Name of Office/Department					
Name of Service (License, Clearance, Permit, Certification, Authorization, and others)	Classification of Service (Simple, Complex, Highly Technical)	Processing time indicated in the Citizens Charter (i.e., days / hours / minutes)	Total number of received applications for the covered period	Total number of pending transactions for the covered period	Remarks

Annex "C"

Zero Backlog Certification

ZERO BACKLOG CERTIFICATION

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. 9485, otherwise known as the Anti-Red Tape Act of 2008, and for Other Purposes

I, [FULL NAME], Filipino, of legal age, [POSITION OF THE HEAD OF AGENCY], of the [NAME OF AGENCY], the person responsible and accountable in ensuring compliance with Section 1, Rule VI of the IRR of R.A. 11032, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The [NAME OF AGENCY], including its [NUMBER OF REGIONAL OFFICES/BRANCHES/SERVICE OFFICES/CAMPUSES] adhere to the responsibility to render fast, efficient, convenient, reliable service
- 2) The government offices enumerated herein does not have unacted upon/pending transaction exceeding the prescribed processing time as indicated on the Citizen's Charter
- 3) All the services/transactions are processed within the prescribed processing time set under R.A. 11032

This certification is being issued to attest to the fact that the agency has no backlog transactions for the covered the period.

IN WITNESS THEREOF, I have hereunto set my hand this [DAY] of [MONTH], [YEAR] in [CITY, PROVINCE], Philippines.

[FULL NAME]

[POSITION OF THE HEAD OF AGENCY]

[NAME OF AGENCY]