

Regional Office (RO)	One respondent per RO (not per functional unit) who shall report data for the RO	Enclosure No. 4
Schools Division Office (SDO) and Schools	One respondent per SDO (not per functional unit) who shall report data for the SDO and data collected from schools under its jurisdiction	Enclosure No. 5

*Enclosure No. is for the DepEd Central Office only so it was not included in this email.

The basis for the Zer3 o Backlog Report are the processing times stated in <https://www.deped.gov.ph/wp-content/uploads/2021/12/DepEd-Citizens-Charter-2021-as-of-December-1-2021.pdf>.

We are sending advanced copies of the Google Form per governance level (Enclosure Nos. 4–5) to serve as reference in collecting data while waiting for the DepEd memo to be released. Final submission of data will be done via Google links / QR codes that shall be specified in the memo. The deadline of final submission is on 20 March 2023.

The 2021 Citizen's Charter TWG Members and current Anti-Red Tape (ART) Focal Persons are enjoined to assist in accomplishing the requested report. Offices/units are reminded not to send their individual reports directly to the ARTA; submissions shall be collated by the BHROD-OED as one agency-wide report, to be signed by the DepEd Secretary or her authorized representative and submitted to the ARTA.





For more information, please contact the Bureau of Human Resource and Organizational Development–Organization Effectiveness Division (BHROD-OED) through email at citizenscharter@deped.gov.ph or (02) 8633-5375.

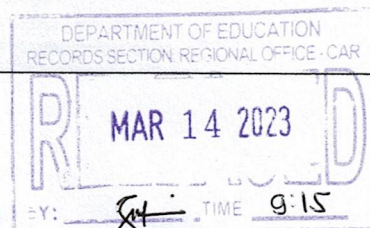
Regards,

Diane-Joyce G. Perez
Organization Effectiveness Division
 Bureau of Human Resource and Organizational Development
 Department of Education-Central Office
 Telephone No.: (02) 8633-5375
 DepEd Citizen's Charter

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4 attachments

-  Enclosure No. 2 – ARTA MC No. 2023-01 dated 08 February 2023.pdf
423K
-  Enclosure No. 1 - ARTA MC No. 2022-02 dated 07 March 2022.pdf
1397K
-  Enclosure No. 4 – Google Form for Regional Office.pdf
178K
-  Enclosure No. 5 – Google Form for SDO and Schools.pdf
313K



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

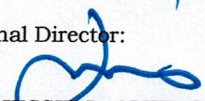
March 13, 2023

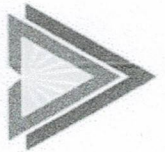
To: **Schools Division Superintendents**
All Others Concerned

For information, dissemination, and immediate compliance.

ESTELA P. LEON- CARIÑO EdD, CESO III
 Director IV/ Regional Director

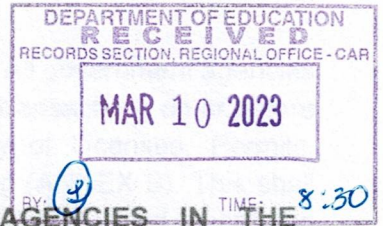
For the Regional Director:


JESSIE L. AMIN, CESO V
 Director III. /Assistant Regional Director



MEMORANDUM CIRCULAR NO. 2023- 01

Series of 2023



0001594

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

SUBJECT : CLARIFYING THE DEADLINE AND AMENDMENT ON MEMORANDUM CIRCULAR (MC) NO. 2022-02 DATED 07 MARCH 2022

DATE : 08 FEBRUARY 2023

1.0 BACKGROUND

- 1.1 On 07 March 2022, the Anti-Red Tape Authority (ARTA), hereinafter referred to as the Authority, issued 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 Republic Act (RA) No. 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", which directs agencies to conduct an inventory of all pending transactions and to submit a Zero Backlog Report. The said MC, which became effective on 22 March 2022, also aims to provide guidelines on the automatic approval and automatic extension of license, clearance, permit, certification, and authorization.
- 1.2 Section 3.2 of MC No. 2022-02 mandates covered agencies to submit their Zero Backlog Reports to the Authority on or before 07 March of every year.
- 1.3 Further, the same Section of the MC provides that the coverage period in reporting the inventory of all licenses, permits, certifications, authorizations, and clearances tagged as a backlog is from 08 March of the current year until 06 March of the following year.

2.0 PURPOSE

Consistent with the Implementing Rules and Regulations (IRR) and other issuances of ARTA, this Circular is being issued to amend certain provisions of MC No. 2022-02 to harmonize the covered period of submission under the said MC with other reportorial requirements to other regulatory agencies.



ARTA
ANTI-RED TAPE AUTHORITY



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

2022 SDO and Schools Zero Backlog Report (Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a backlog)

The Anti-Red Tape Authority recently released ARTA MC No. 2022-02 requiring the submission of the Zero Backlog Report per government agency. The said report requests the number of received and pending transactions covering the period

March 7, 2022 – December 31, 2022.

Pending transactions are those unacted upon/pending beyond the prescribed processing time as specified in the DepEd Citizen's Charter Handbook 2021 as of December 1, 2021 (<https://www.deped.gov.ph/wp-content/uploads/2021/12/DepEd-Citizens-Charter-2021-as-of-December-1-2021.pdf>).

To facilitate the agency-wide report to be signed and submitted by the DepEd Secretary or her designated representative, the BHR0D-OED is requesting one (1) respondent per Schools Division Office (not per functional unit), assigned by the Schools Division Superintendent, who shall also report the data collected from schools under its jurisdiction.

The deadline for responding to the survey is March 15, 2023. Offices/units are reminded not to send their individual reports directly to the ARTA. Submissions shall be collated by the BHR0D-OED in one agency-wide report, to be signed by the DepEd Secretary or her designated representative, and forwarded to the ARTA.

It must be reiterated that conformance to RA 11032 is subject to random audit or monitoring by the Compliance Monitoring and Evaluation Office (CME0) of ARTA, who may refer any non-compliance to the Investigation, Enforcement, and Litigation Office (I0LO). Thus, all are enjoined to implement the service standards declared in the DepEd Citizen's Charter.

* Required

1. Email *

2. Email address *

3. Full name (First Name, Middle Initial, Last Name) *

4. Designation (Please spell out) *

5. Office of Assignment *

6. Schools Division Office *

Mark only one oval.

- Abra
- Agusan Del Norte
- Agusan Del Sur
- Aklan
- Alaminos City
- Albay
- Angeles City
- Antipolo City
- Antique
- Apayao
- Aurora
- Bacolod City
- Baco0r
- Bago City
- Baguio City
- Bais City
- Balanga City
- Bataan
- Batac City
- Batanes
- Batangas
- Batangas City
- Bayawan City
- Baybay City
- Bayugan City
- Benguet
- Biliran
- Biñan City
- Bislig City
- Bogo City
- Bohol
- Borongan City
- Bukidnon
- Bulacan
- Butuan City
- Cabadbaran City
- Cabanatuan City
- Cabuyao City
- Cadiz City
- Cagayan