



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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**DIVISION ADVISORY No. 182, s. 2022**

May 10, 2022

**DISSEMINATION OF ANTI-RED TAPE AUTHORITY MEMORANDUM  
CIRCULAR NO. 2022-02 S. 2022**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 332 s. 2022**, entitled **“Dissemination of Anti-Red Tape Authority Memorandum Circular No. 2022-02 s. 2022,”** which self-explanatory.
2. Immediate dissemination of and compliance with this Advisory is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

MAY 10 2022

*osds/admin*



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 332 s. 2022

**DISSEMINATION OF ANTI-RED TAPE AUTHORITY  
MEMORANDUM CIRCULAR NO. 2022-02**

To: Schools Division Superintendents  
All Others Concerned

1. Enclosed is a copy of Memorandum Circular No. 2022-02, s. 2022 titled “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” dated March 07, 2022, for information and guidance.
2. For immediate dissemination.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Incl: As stated



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Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-010	May 04, 2022	





**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

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**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 7<sup>TH</sup>

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 8<sup>th</sup> of the current year until March 6<sup>th</sup> 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>.

3.5 The Authority, through the Compliance Monitoring and Evaluation Office (CMEO) may conduct random monitoring or auditing to verify the agency's compliance. CMEO shall refer non-compliance to the Investigation, Enforcement, and Litigation Office (IELO) of the Authority.

**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



**SMARTER INITIATIVES. BETTER PHILIPPINES**

**Zero Backlog Program**

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

**Program Description***Description of the Program***Matrix of Services and Plan of Action**

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

**Implementation Results***Indicate significant improvements since the implementation of the Zero Backlog Program***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



**SMARTER INITIATIVES. BETTER PHILIPPINES**

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]





**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, [DESIGNATION], of the [NAME OF UNIT], 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 UNIT] adheres to the responsibility to render fast, efficient, convenient, reliable service
- 2) The government office 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 [NAME OF UNIT] has no backlog transactions from 01 March 2020 to 06 March 2022.

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

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[FULL NAME]

[Designation]

Annex A: List of DepEd CO ART Focal Persons

Unit	Focal	Office	Representative 1	Office	Representative 2	Office
Accounting	Marie Grace Cruz	Accounting	Erennie Jane Fabiolas	Accounting	Grimaldo Allan Alcantara	Accounting
ALS Task Force	Renato A. San Juan		Irene D. Barzaga		Clarisa Dr Toribio	
AMD						
BAC Sec						
BCD	Dr. Samuel R. Soliven	BCD-Dir III	Michael J. Cabrera	BCD-CSDD	Josephine Flora B. Homeres	BCD-SCPD
BEA	Percival Gonzales	BEA-ODir	Ann Josephine Ladica	BEA-EAD	Sheryll Ann Legarte	BEA-ERD
BHROD-SED			Jeric Francis C. Llanto	BHROD-SED	Jancy Rhose S. Diaz	BHROD-SED
BLD	Marian R. Anclote	BLD-ODir				
BLD-SID			Erlinda F. Leva	BLD-SID	Linor Marcel Tongson	BLD-SID
BLD-TLD			Krishna Anne M. Soriano	BLD-TLD	Diamond Jay Madamba	BLD-TLD
BLR	Ma. Theresa L. Tan	BLR-Production	Camelka A. Sandoval	BLR-QAD	Liza L. Corpuz	BLR-ODir
BLR-Cebu	Reginald B. Luz Roque	BLR-Cebu	Marvin S. Maquilas	BLR-Cebu	Alejandro B. Ybanez	BLR-Cebu
BLSS-YFD	Gina B. Rullamas	BLSS-YFD	Clarence S. Canton	BLSS-YFD		
BTC						
Budget						
Cash	Sonia R. De Leon	Cash	Gene Patrick G. Morales	Cash	Melissa B. Boco	Cash
CMD						
CSSO						
DRRMS	Orlando B. Barachina	DRRMS	Bony Mar G. Lumabao	DRRMS	Anthony Gil Q. Versoza Jose Gabriel O. Noveno	DRRMS
EAMD						
EFD	Engr. Annabelle R. Pangan	EFD	Ma. Gracia Corazon V. Del Rosario	EFD	Kianna Areeje Gonzales	EFD
EPDU	Adel Abaya	FS-EPDU				
EPS	Sabina C. De Castro	EPS				
Execom-ASec. Abcede						
Execom-ASec. Ambat	Ishadora S. Lim		Sheryl B. Tan		Rowena S. Modesto	
Execom-ASec. Escobarte	Atty. Marianne A. Dilag Cpa	OASLA	Imari Joie L. Ravanilla	OASLA	Allan Cairo M. Reyes	OASLA
Execom-ASec. Malana	Haidee T. Malana	OASPA	Angelina C. Bautista	OASPA	Marie Joy P. Buenaflor	OASPA
Execom-ASec. Torio	Caleb Ricardo D. Pantoja	OASCI	Jhenelene Garcia	OASCI	Adelaida Dig	OASCI
Execom-OIC ASec. Garma	Bea Franchezka E. Yumang	OANASFO	Oscar D. Afos Jr.	OANASFO	Marl Francis O. Manzano	OANASFO
Execom-OSEC	Nina Bianca D. Sanglay	OSEC	Marietta B. Gudoy	OSEC	Ma. Gladys J. Malapad	OSEC
Execom-Usec. Escobedo	Ma-Ann Escobedo	OURE	Haidee Joyce Dacquel	OURE	Arlene Destura	OURE
Execom-Usec. Escobedo	Jacqueline Jarafa	RegOps	Manuela Laine S. Dayawon	RegOps	Ledger Clemente	RegOps
Execom-Usec. Malaluan						
Execom-Usec. Maribojoc	Atty. Jemirose R. Loot	OULA	Jinkee Gem P. Pasion	OULA	Therese Diana R. Peña	OULA
Execom-Usec. Mateo	Dorothy Aireen B. Lipit	OUPHROD	Ralph Louis D. Quejada	OUPHROD	Sharon T. Ayala	OUPHROD
Execom-Usec. Pascua	Cristina Guanzon	OUA	Meanvi M. Austria	OUA	Cariz Constantine S. Gamboa	OUA
Execom-Usec. San Antonio	Jose Adrian C. Fernandez	OUCI	Kemp Brian Delos Santos	OUCI	Liezel Selda	OUCI
Execom-Usec. Sevilla			Lailani Coronel	OUF	Cristina Raposa	OUF
Execom-Usec. Umali	Atty. Marynette M. Gravador	PMS	Glory Juvy B. Besa	OULAEP	Jan Levi M. Nogoy	OULAEP
GSD	Florentino Barte	GSD	Mary Jane De Guzman	GSD	Amer Hussein Marohombsar	GSD
IAS			Emilio Q. Agamanos Jr	IAS-OAD	Ina Marie Claire E. Mallari	IAS-ODir
ICO	Frederick C. Orticio	ICO	Carmen Thea A. Samoro	ICO	Abbygale C. Molina	ICO
ICTS-TID	James C. Doctor	ICTS-TID	Mikhaela O. Pascual	ICTS-TID	Carmella A. Berroya	ICTS-TID
ICTS-USD			Pepito Cadapan Jr.	ICTS-USD		
Investigation Division	Atty. Ma. Bernadette T. Inciso	Investigation Division	Mario B. Laguna	Investigation Division	Marianne O. Cruzin	Investigation Division
IPsEO	Ma. Ivy Abella Funtalba	IPsEO	Apple Mae Guintodan	IPsEO	Arjane Sotto	IPsEO
LCC	Czarina D. Abellonar	LCCS	Jem Beryline S. Bualat	LCCS	Terence Joshua S. Canlas	LCCS
Legal Service	Atty. Arturo L. Sioson Jr.	Legal Division	Jennifer P. Zamboanga	Legal Division	Glenda C. Giga-Delarmente	Legal Division
LLO						
NEAP	Edward D.J. Garcia Lee Macalisang	NEAP QAD	Eric Sarmiento	NEAP ODir	Ma. Carmilla Clave	NEAP-PDD
PAS			Revia Mae E. Sibal	PAS-ODir		
PAS-CD			Luke Cruz Sismaet	PAS-PAAC	John Vincent O. Razal	PAS-CD
PAS-PD	Sheila Marie M. Alcantara	PAS-PD	Marielle De Jesus	PAS-PD	Janssen Cabrera	PAS-CMU
Planning Service	Karla S. Sio	PRDD	Naomie Ace T. Iso	PRDD	Anna Victoria A. Gariguez	PRDD
PMS	Mylene A. Ahmed	PMS-PMS	Rovelita Vidanes	PMS-PPMD	Romeo T. Sotio	PMS-PPMD
PPMD	Belinda T. Argonza	ProcMS-PPMD	Cyra Grace T. Fausto	ProcMS-PPMD		
Records	Rose Marie D. Moscoso	Records	Alma D. Apanay	Records	Ma. Theresa M. Castro	Records
STO	Sorayda M. Rangiris	STO	Flor Angeline A. Lana	STO		
TECS	Donnabel B. Bihasa	TECS	Stephanie P. Paragas	TECS	Elizabeth M. Ladia	TECS