



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

March 14, 2024

SCHOOLS DIVISION MEMORANDUM

No. 102, s. 2024

SUBMISSION OF FY 2023 CERTIFICATION OF ZERO BACKLOG REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to DM-OUHROD-2024-0425 entitled *Submission of FY 2023 DepEd Zero Backlog Report*, this Office, the Schools Division Office (SDO) of Science City of Muñoz, through its Sub-CART (Committee on Anti-Red Tape), shall submit FY 2023 Zero Backlog Report covering the period January 1 to December 31, 2023.
2. Relative to this, Chief ES, Section/Unit Heads, and School Heads of all public schools, this division, are advised to upload their respective signed Zero Backlog Reports not later than **March 15, 2024**, using the enclosed Certification through this link <https://tinyurl.com/FY2023ZeroBacklogReport>.
3. For more information on this issuance, contact the Sub-Cart member Ms. Rosan E. Ariston through e-mail address rosan.ariston@deped.gov.ph.
4. Immediate and strict compliance of this Memorandum is desired.

For:
JOHANNA N. GERVAÑO, PhD, CESO V
Schools Division Superintendent


RONILO E. HILARIO
Assistant Schools Division Superintendent

Encl: As stated
Reference: DM-OUHROD-2024-0425
To be indicated in the Perpetual Index
Under the following subjects:

ZERO BACKLOG REPORT

REA Submission of FY 2023 Certification of Zero Backlog
Report
002/March 14, 2024



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Department of Education
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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. _____, s. 2024

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 SCHOOL / SDO FUNCTIONAL DIVISION], 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 SCHOOL / SDO FUNCTIONAL DIVISION] 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 SCHOOL / SDO FUNCTIONAL DIVISION] has no backlog transactions from January 1 to December 31, 2023.

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

[FULL NAME]
[Designation]



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