



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2024-229

27 March 2024

Regional Memorandum

No.229 s.2024

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

To **Regional Office Officials and Employees**
 Schools Division Superintendents
 All Others Concerned

1. In compliance with Section 1, Rule VI of the Implementing Rules and Regulations of Republic Act. No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and ARTA Advisory No. 22, s. 2024 on the extension of deadline on the submission of the Zero Backlog Report on April 12, 2024, all government agencies and offices are directed to submit a backlog report of pending transactions covering the period of January 1, 2023 to December 31, 2023.
2. Submission of the report per Governance Level with the following links are listed below:

Governance Level	Respondent and signatory	Guide	MS Teams Link
Regional Office (RO)	One respondent per RO (not per functional unit) who shall report data for RO (Certification to be signed by the Regional Director)	Enclosure No. 2 – Copy of FY 2023 RO Zero Backlog Report	https://forms.office.com/r/lr8refqxm
Schools Division Office (SDO)	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. 3 – Copy of FY 2023 RO Zero Backlog Report	https://forms.office.com/r/Cy8Yhe8CrF



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	schools are not allowed to answer the form directly (Certification to be signed by the Schools Division Superintendent)		
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3. Immediate dissemination of and compliance with this memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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