



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

May 17, 2022

OFFICE MEMORANDUM
NO. 024 s. 2022

TO: All Functional Units especially those who are signatories for application and renewal of private school permits, certificates of completion and final acceptance (for infrastructure), personnel clearances, and other services requiring clearances, permits and certificates.

Please submit data if there are pending transactions with respect to the above-mentioned services covering from May 1, 2020 to March 6, 2022 and use the template (Annex A) as enclosed in this memo. In the event there are no backlog transactions, fill up the Zero Backlog Transaction Template (Annex B) as provided. The deadline for the DepED Backlog Report Templates will be on May 23, 2022 and submit it to the Legal Unit for consolidation of reports.

Your preferential time and action is urgently needed.


BIANITO A. DAGATAN, EdD, CESO V
Schools Division Superintendent 





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Superintendent**

FUNCTIONAL UNIT	Received by:	Date:
SDO	_____	_____
ASDS Toradio	_____	_____
ASDS Gudelosao	_____	_____
SGOD	_____	_____
CID	_____	_____
Budget Unit	_____	_____
Accounting Unit	_____	_____
Cashier's Unit	_____	_____
Administrative Office	_____	_____
HRMO	_____	_____
Records Unit	_____	_____
Asset Management Unit	_____	_____
Physical Facilities	_____	_____
Medical/Dental Unit	_____	_____
DPSU	_____	_____
ITO	_____	_____
Legal Unit	_____	_____



Enclosure No. 4 – Field Office 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, [DESIGNATION], of the [NAME OF RO/SDO], 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 RO/SDO] 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.

[FULL NAME]

[Regional Director/SDS]