



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

1800 -  
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June 1, 2022

**REGIONAL MEMORANDUM**

No. **532**, s. 2022

To: Schools Division Superintendents  
 Regional Division Chiefs  
 All Others Concerned

**URGENT SUBMISSION OF BACKLOG REPORT FROM FIELD OFFICES**

- Attached is Memorandum **DM-HROD-2022-1002** from the Office of the Undersecretary for Human Resource and Organizational Development dated **May 26, 2022** with the subject: **Urgent Submission of Backlog Report from Field Offices.**
- In this connection, the following **Schools Division Offices** are hereby reminded to submit the required report **on or before 3 June 2022.**
  - Borongan City
  - Calbayog City
  - Catbalogan City
  - Eastern Samar
  - Leyte
  - Maasin City
  - Northern Samar
  - Samar
  - Tacloban City
- The above-mentioned Schools Division Offices are requested to:
  - Submit a justification letter for their non-compliance, addressed to the Undersecretary for HROD, to be signed by the Schools Division Superintendent; and
  - Accomplish the required form/template which can be accessed through the provided links below.

Governance Level	Respondent	Guide	Google Form
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			<i>Best answered using a laptop/desktop computer instead of a mobile phone</i>
Regional Office	One (1) per region (not per functional unit)	Refer to the attached copy of the Google Form	<a href="https://bit.ly/2022ROZeroBacklog">https://bit.ly/2022ROZeroBacklog</a>
Schools Division Office	One (1) per SDO (not per functional unit who shall also report the data collected from schools under its jurisdiction)		<a href="https://bit.ly/2022SDOZeroBacklog">https://bit.ly/2022SDOZeroBacklog</a>
Schools			

4. Please note that failure of any single unit to comply with the subject requirement will cause DepEd's non-compliance to ARTA MC No. 2022-02 and will lead to the isolation of said SDO/s in the grant of the Performance-Based Bonus (PBB).

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosure: As stated  
 Reference: As stated  
 To be indicated in the perpetual index  
 under the following subject:

ARTA  
 BACKLOG  
 REPORT



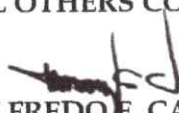
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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2022-1002

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : URGENT SUBMISSION OF BACKLOG REPORT FROM FIELD OFFICES

DATE : 26 May 2022

To facilitate compliance to the **Anti-Red Tape Authority (ARTA) Memorandum Circular 2022-02** which directs all government agencies and offices to submit a report of received and pending transactions covering the period 01 March 2020 to 06 March 2022, this Office issued DM-HROD-2022-0632 dated 18 April 2022 requesting all Regional and Schools Division Offices to submit a zero-backlog report on their frontline services.

The Bureau of Human Resource and Organizational Division-Organization Effectiveness Division (BHROD-OED), subsequently sent follow-up emails on the following dates to remind the units concerned of their non-compliance:

- **5 May 2022:** Follow-up [DM-HROD-2022-0632] Submission of the DepEd Backlog Report;
- **12 May 2022:** Final Follow-up [DM-HROD-2022-0632] Submission of the DepEd Backlog Report; and
- **17 May 2022:** Non-Compliant Units to [DM-HROD-2022-0632] Submission of the DepEd Backlog Report

Aside from these, emails were also sent individually to units to assist them with identified discrepancies and help them resolve issues concerning their submission.

RECEIVED  
5/31/22  
Date / Tracking No.  
Signature

OFFICE OF THE DIRECTOR IV  
31 MAY 2022  
31 MAY 2022  
Signature

020 pmm  
5/31/22

As stated in DM-HROD-2022-0632, the deadline for submission of the zero backlog report was 15 May 2022. However, despite numerous reminders, **the following RO and SDOs have not yet submitted the required report:**

REGION	SCHOOLS DIVISION OFFICE	REMARKS
V - Bicol Region		
	Albay	No submission
	Sorsogon	No submission
	Sorsogon City	No submission
VI - Western Visayas		
	Bago City	No submission
	Kabankalan City	No submission
	Passi City	No submission
VII - Central Visayas		
	Bohol	No submission
	Cebu Province	No submission
	Danao City	No submission
	Dumaguete City	Asked to submit report using the Google Form
	Naga City	No submission
	Siquijor	No submission
	Tanjay City	No submission
VIII - Eastern Visayas		
	Borongan City	No submission
	Calbayog City	No submission
	Catbalogan City	No submission
	Eastern Samar	No submission
	Leyte	No submission
	Maasin City	No submission
	Northern Samar	No submission
	Samar (Western Samar)	No submission
	Tacloban City	No submission
XI - Davao Region		
	Davao del Sur	No submission
	Digos City	No submission
	Tagum City	Asked to review answers in the Google Form
XII - SOCCSKSARGEN		
	Sarangani	No submission
CARAGA		
	Surigao City	Asked to review answers in the Google Form

In this regard, the above-mentioned units are requested to:

1. Submit a justification letter for their non-compliance, addressed to the Undersecretary for HROD, to be signed by the Regional Director/Schools Division Superintendent; and
2. Accomplish the required form/template which can be accessed through the provided links below **on or before 3 June 2022**.

Governance Level	Respondent	Guide	Google Form link
Regional Office	One (1) per region (not per functional unit)	Refer to the attached copy of the Google Form	<a href="https://bit.ly/2022ROZeroBacklog">https://bit.ly/2022ROZeroBacklog</a>
Schools Division Office	One (1) per SDO (not per functional unit) who shall also report the data collected from schools under its jurisdiction		<a href="https://bit.ly/2022SDOZeroBacklog">https://bit.ly/2022SDOZeroBacklog</a>
Schools			

Please note that **failure of any single unit to comply with the subject requirement will cause DepEd's non-compliance to ARTA MC No. 2022-02 and will lead to the isolation of said unit/s in the grant of the Performance-Based Bonus (PBB).**

For further queries or concerns, please contact the BHROD-OED through telephone number (02) 8633-5375 or email at [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph).

**Enclosure/s:**

DM-HROD-2022-0632 dated 18 April 2022  
Email trail re DM-HROD-2022-0632 dated 5, 12 and 17 May 2022  
2022 SDO Zero Backlog Report - Google Forms  
2022 RO Zero Backlog Report - Google Forms  
Enclosure No. 4 - Field Office Zero Backlog Certification

[BHROD-OED/Perez]