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

March 31, 2023

**REGIONAL MEMORANDUM**

No. **294**, s. 2023

**STATUS ON THE SUBMISSION OF DEPED ZERO BACKLOG REPORT 2022**

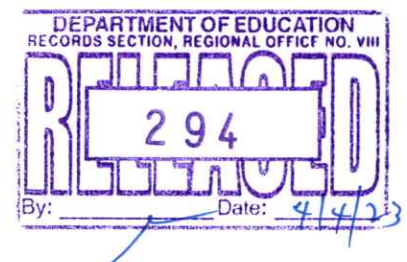
To: Schools Division Superintendents  
Divisions of Baybay City, Biliran, Eastern Samar, Leyte, and Southern Leyte  
All Others Concerned

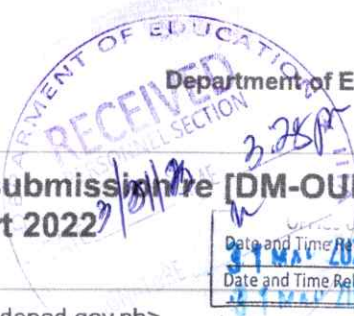
- Attached is a communication from the Organization Effectiveness Division, Bureau of Human Resource and Organizational Development, DepEd Central Office on the Status of Submission of DepEd Zero Backlog Report 2022 as of March 30, 2023.
- In this regard, the Schools Division Superintendents of **Baybay City, Biliran, Eastern Samar, Leyte, and Southern Leyte** are requested to immediately comply with the required documents which can be viewed and uploaded through the link: <https://bit.ly/SDOSchoolsZeroBacklogFy2022>.
- 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 subjects:  
CITIZEN'S CHARTER  
COMPLIANCE  
ZERO BACKLOG

AD-PS-EDR





**as of March 30: Units without submission re [DM-OUHROD-2023-0377] Submission of the DepEd Zero Backlog Report 2022**

1 message

Date and Time Received	Signature
31 MAR 2023 11:38	[Signature]
Date and Time Released	Signature

**DepEd - Citizen's Charter** <citizenscharter@deped.gov.ph>  
 To: DepEd Batac City <batac.city@deped.gov.ph>, sorsogon.city001@deped.gov.ph, filomena.tanggaan001@deped.gov.ph, alma.mesa@deped.gov.ph, Celso afable <celso.afable001@deped.gov.ph>, HRMO Schools Division of Lanao del Norte <hrmo.ldn@deped.gov.ph>, dorothy.asingal@deped.gov.ph, MENCHIE KUBAYASHI <menchie.kubayashi@deped.gov.ph>, Michael Pineda <michael.pineda@deped.gov.ph>, DepEd Guihulngan City <guihulngan.city@deped.gov.ph>, hrmo.pangasinan2@deped.gov.ph, pangasinan2@deped.gov.ph, mabalacat.city@deped.gov.ph, sorsogon.city@deped.gov.ph, tagbilaran.city@deped.gov.ph, tagbilarancity.division@deped.gov.ph, southernleyte.division@deped.gov.ph, southern.leyte@deped.gov.ph, DepEd Iligan City <iligan.city@deped.gov.ph>, lanao.norte@deped.gov.ph, lanao.delnorte@deped.gov.ph, tabuk.city@deped.gov.ph, osds.sdopasigcity@deped.gov.ph, santiago.city@deped.gov.ph, DepEd Region VII Central Visayas <region7@deped.gov.ph>, cebu.province@deped.gov.ph, DepEd Cebu City <cebu.city@deped.gov.ph>, cebu@deped.gov.ph, DepEd Legal Cebu City <depedlegalseccebucity@gmail.com>, dumaguete.city@deped.gov.ph, DepEd Negros Oriental <negros.oriental@deped.gov.ph>, DepEd Baybay City <baybay.city@deped.gov.ph>, DepEd Biliran <biliran@deped.gov.ph>, DepEd Eastern Samar <eastern.samar@deped.gov.ph>, sds.leyte@deped.gov.ph, leyte@deped.gov.ph, mati.city@deped.gov.ph, bayugan.city@deped.gov.ph, deped.bayugan@gmail.com, DepEd - Surigao del Sur Division <surigaodelsur.division@deped.gov.ph>, surigao.delsur@deped.gov.ph, DepEd I Ilocos Region <region1@deped.gov.ph>, personnel section region1 <ps.region1@deped.gov.ph>, DepEd II Cagayan Valley <region2@deped.gov.ph>, personnel.region2@deped.gov.ph, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, personnel.region11@deped.gov.ph, "Cc: DepEd Region XIII CARAGA" <caraga@deped.gov.ph>, DepEd NCR <depedncrph@gmail.com>, DepEd National Capital Region <ncr@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, TOLENTINO AQUINO <tolentino.aquino@deped.gov.ph>, Benjamin Paragas <benjamin.paragas@deped.gov.ph>, may eclar <may.eclar@deped.gov.ph>, RD V Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>, SALUSTIANO JIMENEZ <salustiano.jimenez@deped.gov.ph>, EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>, ARTURO BAYOCOT <arturo.bayocot001@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, ALLAN FARNAZO <allan.famazo@deped.gov.ph>, Willie CABRAL <wilfredo.cabral@deped.gov.ph>  
 Cc: "Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)" <usec.hrod-neap-deaco@deped.gov.ph>, Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, "Undersecretary for Field Operations, Palarong Pambansa and DEACO" <oure@deped.gov.ph>, revsee.escobedo@deped.gov.ph, Office of the Secretary <osec@deped.gov.ph>

Thu, Mar 30, 2023 at 5:38 PM

Dear Fellow Public Servants,

As of 5:00 PM today, we still have not achieved 100% compliance from the field offices for the DepEd Zero Backlog Report. This affects the Department's compliance to the law since one agency-wide submission is required by the ARTA.

**Kindly take note of the status of compliance per unit (see below and attached Powerpoint presentation) and comply with the requirement on or before 31 March 2023, 4:00 PM.**

**SUBMISSIONS WITH DISCREPANCIES: 10 SDOs**

as of 30 March 2023, 5:00 PM

Region	SDO	Zero Backlog March 7 - December 31, 2022	Zero Backlog email address used
Region I	Batac City	3/29 - need to resend certification using SDO letterhead	batac.city@staped.gov.ph
Region III	Mabalacat City	3/29 - need to answer Google Form	-
Region V	Sorsogon City	3/30 - need to resend certification using SDO letterhead	sorsogon.city001@deped.gov.ph
Region VII	Guihulngan City	3/29 - need to answer Google Form	-
Region VII	Tagbilaran City	3/30 - need to submit certification	filomena.tanggaan001@deped.gov.ph
Region VIII	Southern Leyte	3/24 - disconnect in answers, need to reanswer form	alma.mesa@deped.gov.ph
Region X	Iligan City	3/30 - need to resend certification using SDO letterhead	celso.afable001@deped.gov.ph
Region X	Lanao del Norte	3/30 - did not use template for certification, need to resubmit	hrmo.ldn@deped.gov.ph
CAR	Tabuk City	3/29 - did not use template for certification, need to resubmit	dorothy.asingal@deped.gov.ph
NCR	Pasig City	3/23 - need to reanswer form and submit certification	menchie.kubayashi@deped.gov.ph

These SDOs have been emailed individually (some repeatedly) to help them resolve the discrepancy in their submission.



002 unml  
3/31/23

# WITHOUT SUBMISSION – 1 RO and 13 SDOs

as of 30 March 2023, 4:00 PM

Region	SDO	Region	SDO
Region I	Pangasinan II	Region VIII	Baybay City
Region II	Santiago City	Region VIII	Biliran
Regional Office VII		Region VIII	Eastern Samar
Region VII	Cebu	Region VIII	Leyte
Region VII	Cebu City	Region XI	Mati City
Region VII	Dumaguete City	CARAGA	Bayugan City
Region VII	Negros Oriental	CARAGA	Surigao del Sur

**The internal DepEd deadline was 22 March 2023 and multiple emails have been sent to these units, but they remain unresponsive.**



## URGENT ACTION NEEDED

Non-compliance by individual units shall affect the whole Department since the law requires ONE DepEd-wide report to be signed and submitted by the Secretary or her authorized representative to the Anti-Red Tape Authority by 17 April 2023.

Thus, units without submission or have unresolved issues on their submission are expected to comply with the required Zero Backlog Report by 4:00 PM on Friday, 31 March 2023:

- For ROs: <https://bit.ly/ROZeroBacklogFY2022>
- For SDOs: <https://bit.ly/SDOSchoolsZeroBacklogFy2022>

Please contact [citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph) for queries or concerns.

*Conformance to RA 11032 is subject to onsite inspection by the ARTA Compliance Monitoring and Evaluation Office, who may refer any non-compliance to the ARTA Investigation, Enforcement, and Litigation Office.*

Regards,

### Organization Effectiveness Division

Bureau of Human Resource and Organizational Development  
Department of Education-Central Office  
Telephone No.: (02) 8633-5375  
[DepEd Citizen's Charter](#)

----- Forwarded message -----

From: **DepEd - Citizen's Charter** <[citizenscharter@deped.gov.ph](mailto:citizenscharter@deped.gov.ph)>

Date: Tue, Mar 28, 2023 at 5:11 PM

Subject: Fwd: URGENT: Units without submission re [DM-OUHROD-2023-0377] Submission of the DepEd Zero Backlog Report 2022

To: <[josemari.almeida@deped.gov.ph](mailto:josemari.almeida@deped.gov.ph)>, <[arturojr.nool@deped.gov.ph](mailto:arturojr.nool@deped.gov.ph)>, <[alma.mesa@deped.gov.ph](mailto:alma.mesa@deped.gov.ph)>, <[roy.tubongbanua@deped.gov.ph](mailto:roy.tubongbanua@deped.gov.ph)>, Janette Veloso <[janette.veloso@deped.gov.ph](mailto:janette.veloso@deped.gov.ph)>, <[berlynmae.santella@deped.gov.ph](mailto:berlynmae.santella@deped.gov.ph)>, <[francisjude.alcomendras@deped.gov.ph](mailto:francisjude.alcomendras@deped.gov.ph)>, MENCHIE KUBAYASHI <[menchie.kubayashi@deped.gov.ph](mailto:menchie.kubayashi@deped.gov.ph)>, Mikael Sandino Andrey <[mikaelsandino.andrey@deped.gov.ph](mailto:mikaelsandino.andrey@deped.gov.ph)>, DepEd Batac City <[batac.city@deped.gov.ph](mailto:batac.city@deped.gov.ph)>, DepEd Ilocos Sur <[ilocos.sur@deped.gov.ph](mailto:ilocos.sur@deped.gov.ph)>, DepEd Laoag City <[laoag.city@deped.gov.ph](mailto:laoag.city@deped.gov.ph)>, <[pangasinan2@deped.gov.ph](mailto:pangasinan2@deped.gov.ph)>, <[harmo.pangasinan2@deped.gov.ph](mailto:harmo.pangasinan2@deped.gov.ph)>, <[sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)>, <[sdo.cagayan@deped.gov.ph](mailto:sdo.cagayan@deped.gov.ph)>, <[cagayan@deped.gov.ph](mailto:cagayan@deped.gov.ph)>, <[cauayan.city@deped.gov.ph](mailto:cauayan.city@deped.gov.ph)>, <[ilagan.depedro2@gmail.com](mailto:ilagan.depedro2@gmail.com)>, <[santiago.city@deped.gov.ph](mailto:santiago.city@deped.gov.ph)>, <[mabalacat.city@deped.gov.ph](mailto:mabalacat.city@deped.gov.ph)>, <[batangas.city@deped.gov.ph](mailto:batangas.city@deped.gov.ph)>, <[laguna@deped.gov.ph](mailto:laguna@deped.gov.ph)>, DepEd Quezon <[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)>, Admin Office <[sdo.quezon.adm@deped.gov.ph](mailto:sdo.quezon.adm@deped.gov.ph)>, SDS Office <[sdo.quezon.sds@deped.gov.ph](mailto:sdo.quezon.sds@deped.gov.ph)>, <[deped\\_romblon@yahoo.com](mailto:deped_romblon@yahoo.com)>, <[romblon@deped.gov.ph](mailto:romblon@deped.gov.ph)>, <[sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)>, <[sorsogon.city@deped.gov.ph](mailto:sorsogon.city@deped.gov.ph)>, <[bago.city@deped.gov.ph](mailto:bago.city@deped.gov.ph)>, <[deped.bagocity@deped.gov.ph](mailto:deped.bagocity@deped.gov.ph)>, DepEd Region VII Central Visayas <[region7@deped.gov.ph](mailto:region7@deped.gov.ph)>, <[cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph)>, DepEd Cebu City <[cebu.city@deped.gov.ph](mailto:cebu.city@deped.gov.ph)>, <[cebu@deped.gov.ph](mailto:cebu@deped.gov.ph)>, DepEd Legal Cebu City <[depedlegalseccebucity@gmail.com](mailto:depedlegalseccebucity@gmail.com)>, <[dumaguete.city@deped.gov.ph](mailto:dumaguete.city@deped.gov.ph)>, DepEd Guihulngan City <[guihulngan.city@deped.gov.ph](mailto:guihulngan.city@deped.gov.ph)>, DepEd Negros Oriental <[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)>, <[tagbilaran.city@deped.gov.ph](mailto:tagbilaran.city@deped.gov.ph)>, <[tagbilarancity.division@deped.gov.ph](mailto:tagbilarancity.division@deped.gov.ph)>, DepEd Baybay City