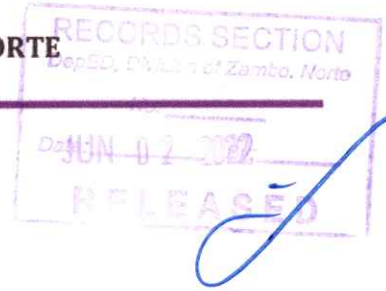


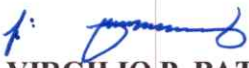


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 108 s. 2022

TO : **PSDSs/PICDs**
School Heads, Public Elem & Secondary Schools
SD TWG Members
All Others Concerned

FROM :  **VIRGILIO P. BATAN, JR., CESO VI**
Schools Division Superintendent

SUBJECT : **Issuance of Order of Automatic Approval or Automatic Extension for Pending Transactions Beyond the Prescribed Processing time of 3-7-20 Working Days**

DATE : May 31, 2022

1. Attached is the Regional Memorandum No. 207, s. 2022 dated May 24, 2022, entitled Issuance of Order of Automatic Approval or Automatic Extension for Pending Transactions Beyond the Prescribed Processing time of 3-7-20 Working Days.
2. For information and guidance.

JanWhiSGOD-SMM&E/ADVISORYRM2022/31052022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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"Be and Do Much Better Each Day
with a
Sense of Urgency"



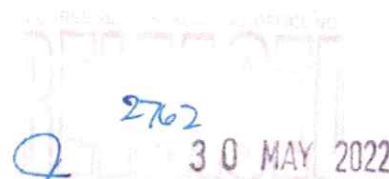
Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

May 24, 2022

Regional Memorandum

No. 207, s. 2022

TO : Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned
This Region



**ISSUANCE OF ORDER OF AUTOMATIC APPROVAL OR AUTOMATIC EXTENSION
FOR PENDING TRANSACTIONS BEYOND THE PRESCRIBED PROCESSING TIME
OF 3-7-20 WORKING DAYS**

1. In line with the President's continuing reminder to process government transactions without delay and to implement the Authority's mandate for an efficient delivery of government service, the **3-7-20 Day** is hereby established.
2. You are hereby reminded to strictly implement the following provisions of **Republic Act No. 11032** or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, to wit:
 - 2.1. "All applications or requests submitted shall be acted upon by the assigned officer or employee within the prescribed processing time stated in the Citizen's Charter which shall not be longer than **three (3) working days in the case of simple transactions** and **seven (7) working days in the case of complex transactions** from the date the request and/or complete application or request was received." (Sec. 9 of RA 11032))
 - 2.2. "For applications or requests involving **activities which pose danger to public health, public safety, public morals, public policy, and highly technical application**, the prescribed processing time shall in no case be longer than **twenty (20) working days** or as determined by the government agency or instrumentality concerned, whichever is shorter." (Sec. 9 of RA 11032)
3. This is in compliance with the provisions of the law which grant **Automatic Approval or Automatic Extension of License, Clearance, Permit, Certification or Authorization**, such that:
 - 3.1. "If a government office or agency fails to approve or disapprove an original application or request for issuance of license, clearance, permit, certification or authorization within the prescribed processing



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Website: www.depedro9.net; www.ro9-deped.com
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REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

time, said application or request shall be deemed approved: *Provided*, That all required documents have been submitted and all required fees and charges have been paid. The acknowledgement receipt together with the official receipt for payment of all required fees issued to the applicant or requesting party shall be enough proof or has the same force and effect of a license, clearance, permit, certification or authorization under the automatic approval mechanism." (Sec.10 of RA 11032)

- 3.2. "If a government office or agency fails to act on an application or request for renewal of a license, clearance, permit, certification or authorization subject for renewal within the prescribed processing time, said license, clearance, permit, certification or authorization shall automatically be extended." (Sec. 10 of RA 11032)

4. The submission of Zero Backlog Report and other relevant documents shall be every MARCH 7th of the year.

5. All government agencies are mandated to implement a Zero Backlog Program pursuant to Section 1 Rule VI of the IRR of RA 11032 to address current and/or future pending transactions. Said program shall be a one-time submission to the Authority using the attached template, unless said program will necessitate changes deemed necessary.

All government agencies/offices are directed to submit a backlog report of pending transactions. This shall detail the pending transactions of a particular service vis-à-vis the declared processing time in the Citizen's Charter. The coverage period in reporting the inventory of all licenses, permits, certifications, authorizations, clearances tagged as a backlog is march 8th of the current year until March 6th of the following year. For the current year, 2022, the submission shall be made on or before 20th April 2022 which shall cover the period March 2022 to 06 March 2022.

6. The Authority, through the Compliance Monitoring and Evaluation Office (CMEO) may conduct a random monitoring or auditing to verify the agency's compliance. CMEO shall refer non-compliance to the Investigation, Enforcement, and Litigation Office (IELO) of the Authority.

7. For information, guidance and dissemination.


DR. RUTH L. FUENTES, CESO IV
Regional Director

ORD-ADMIN-RM-2022-066
RMD/IJE



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