



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



CN-2023-3-13-1561

March 15, 2023


**REGIONAL MEMORANDUM**

No. 147, s. 2023

**TO** : Schools Division Superintendents  
Functional Division Chiefs, ROP

**CLARIFICATION ON THE DEADLINE AND AMENDMENT ON MEMORANDUM  
CIRCULAR NO. 2022-02 OF THE ANTI-RED TAPE AUTHORITY**

1. Attached is a copy of **Memorandum Circular No. 2023-01** of the **Anti-Red Tape Authority** clarifying and amending the deadline as provided by *Memorandum Circular No. 2022-02* of the same office, relative to the submission of backlog report of pending transactions.
2. Attention is invited to paragraphs 1 and 3.0 thereof.
3. For information and compliance.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

Encl.: As stated  
Reference:  
To be indicated in the Perpetual Index

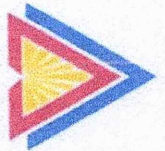
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Effectively	01.26.23	Page	1 of 1





**MEMORANDUM CIRCULAR NO. 2023- 01**

Series of 2023

**TO :** ALL GOVERNMENT OFFICES AND AGENCIES IN THE EXECUTIVE DEPARTMENT, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD

**SUBJECT :** CLARIFYING THE DEADLINE AND AMENDMENT ON MEMORANDUM CIRCULAR (MC) NO. 2022-02 DATED 07 MARCH 2022

**DATE :** **08 FEBRUARY 2023**

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**1.0 BACKGROUND**

- 1.1 On 07 March 2022, the Anti-Red Tape Authority (ARTA), hereinafter referred to as the Authority, issued ARTA Memorandum Circular (MC) No. 2022-02, "Reiterating the Provisions of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or Republic Act (RA) No. 11032 on Automatic Approval or Automatic Extension for Pending Applications or Requests of Agencies Beyond the Prescribed Processing Time and for the Submission of the Zero Backlog Report", which directs agencies to conduct an inventory of all pending transactions and to submit a Zero Backlog Report. The said MC, which became effective on 22 March 2022, also aims to provide guidelines on the automatic approval and automatic extension of license, clearance, permit, certification, and authorization.
- 1.2 Section 3.2 of MC No. 2022-02 mandates covered agencies to submit their Zero Backlog Reports to the Authority on or before 07 March of every year.
- 1.3 Further, the same Section of the MC provides that the coverage period in reporting the inventory of all licenses, permits, certifications, authorizations, and clearances tagged as a backlog is from 08 March of the current year until 06 March of the following year.

**2.0 PURPOSE**

Consistent with the Implementing Rules and Regulations (IRR) and other issuances of ARTA, this Circular is being issued to amend certain provisions of MC No. 2022-02 to harmonize the covered period of submission under the said MC with other reportorial requirements to other regulatory agencies.



### 3.0 GENERAL GUIDELINES

Section 3.2 of MC No. 2022-02 is hereby amended to read as: "All government agencies and offices are directed to submit a backlog report of pending transactions on or before 07 March of every year using the Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances tagged as a Backlog (ANNEX B). This shall detail the pending transactions of a particular service vis-à-vis the declared processing time in the Citizens Charter. The **coverage period** for reporting the inventory of all licenses, permits, certifications, authorizations, and clearances tagged as a backlog shall be **from 01 January until 31 December of the previous year**. For the current year's submission (2023), the covered period shall be from 07 March 2022 until 31 December 2022".

### 4.0 AMENDMENT TO THE GUIDELINES

The Guidelines outlined in Section 3.0 of this Circular are subject to change as deemed necessary by the Authority.

### 5.0 REPEALING CLAUSE

Provisions of previous issuances of the Authority that are inconsistent with this Circular are hereby reversed, set aside or declared ineffective. All other provisions of such previous issuances of the Authority shall remain enforced and valid.

### 6.0 SEPARABILITY CLAUSE

If any provisions or part of this Circular is held unconstitutional or invalid, it shall not affect the validity of the remaining provisions of this Circular.

### 7.0 EFFECTIVITY

This Circular shall take effect immediately upon publication in the Official Gazette or a newspaper of general circulation and registration with the University of the Philippines-Office of the National Administrative Register (UP-ONAR).

APPROVED BY:

**SECRETARY ERNESTO V. PEREZ**  
Director General