



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

January 19, 2026

DIVISION MEMORANDUM

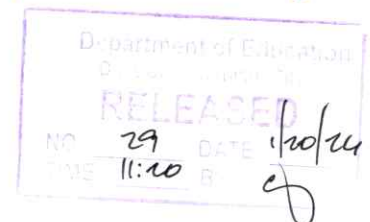
No. 29, s. 2026

SUBMISSION OF FY 2025 ZERO BACKLOG REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
OSDS Section Heads
All Others Concerned

1. In compliance with Section 1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and in accordance with Anti-Red-Tape Authority (ARTA) Memorandum Circular No. 2022-02 on the Submission of the Zero Backlog Report (including Annex "C" Zero Backlog Certification), all functional divisions, sections, and schools are hereby directed to submit their Certification of the FY 2025 Zero Backlog Report to the Records Section **not later than February 20, 2026**.
2. The report shall cover the period from January 1 to December 31, 2025 and shall be based on the services declared in the approved Citizen's Charter of each office or school.
3. All concerned offices are strictly directed not to submit individual reports directly to the Anti-Red Tape Authority nor to respond to any Microsoft Forms related to the Zero Backlog Report. **All submissions shall be centrally collated by this Office for official transmittal.**
4. For guidance and compliance.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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