



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 14 2022

URGENT MEMORANDUM

TO : All Bureau Directors

All Regional Executive Directors
DENR-CAR, NCR, Region I to XIII

ATTN : The Head
Bureau and Regional Committee on Anti-Red Tape (CART)

FROM : The Undersecretary
Legal, Administration, Human Resources, and Legislative Affairs,
and Chairperson, DENR's Committee on Anti-Red Tape (CART) per
Special Order No. 2021-325

SUBJECT : SUBMISSION OF ACTION PLANS IN RELATION TO ZERO
BACKLOG PROGRAM, AS PRESCRIBED BY RA 11032 AND ITS
IRR

Pursuant to Rule VI, Section 1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11032, or the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*", all heads of agencies shall implement a zero-backlog program in furtherance of their responsibility to render fast, efficient, convenient, and reliable services. This Department is selected as one of the eleven (11) national government agencies to be monitored by the Anti-Red Tape Authority (ARTA).

In this regard, you are hereby instructed to directly submit to the ARTA's Doing Business Division (through email addresses at evangelinemabiog@arta.gov.ph and/or nancykamillefernandez@arta.gov.ph), copy furnished this office (through our email address at denr.arta@gmail.com) and the DENR CART Secretariat (through email address at fms.mgt@denr.gov.ph) on or before **11 March 2022** your Regional Zero Backlog Plan and List of Pending Transactions following the templates provided by the ARTA marked as Annexes A and B.

For information and compliance.

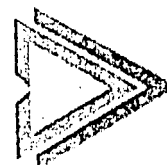
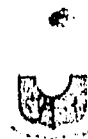
ATTY. ERNESTO D. ADOBO, JR., CESO I

Copy furnished:

The Chief, Doing Business Division
Anti-Red Tape Authority
4th and 5th Floor NFA Building
NFA Compound, Visayas Avenue
Diliman, Quezon City
Emails: evangelinemabiog@arta.gov.ph
nancykamillefernandez@arta.gov.ph

The Chief, Management Division and
Head, DENR CART Secretariat
1st Floor DENR Central Office Bldg.

MEMO NO. 2022 - 152



Annex "A"

Zero Backlog Report

Government Agency/Office Logo	
Department/Agency	<i>Indicate the name of the agency</i>
Program Title/Name	<i>Name or title of the Zero Backlog Program implemented by the agency</i>
Program Objective	<i>Program Objective</i>
Target Output	<i>The intended output of the program once completed</i>
Date Implemented	<i>The date when the program was implemented</i>
Implementing office	<i>The name of the office who implemented the Zero Backlog Program</i>

Program Description

Description of the Program

Program Process Flow

Please detail your agency's program process flow when implementing the Zero Backlog Program

Program Output

The output of the program as of date of submission

Pending Services (backlog/s) processed in relation to the program

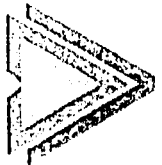
This section will only be filled if the focal person has identified any pending service in relation to the program

Name of Service	Office	Number of Backlogs Processed	Number of Backlog Remaining	Target Date of Completion	Remarks
<i>The name of the service as indicated on the Citizen's Charter</i>	<i>Office offering the service</i>	<i>Total number of pending services (backlogs) relative to the implementation of the Zero Backlog Program</i>	<i>Remaining number of pending services (backlogs) to the process</i>	<i>Date of Completion</i>	<i>Additional comments to provide more information</i>





ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

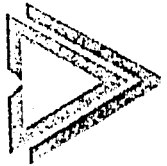


Implementation Results

Indicate significant improvements since the implementation of the Zero Backlog Program

Name and Signature of Head of Agency/ARTA Focal





Annex "B"

**Template for Inventory of Licenses, Permits, Certifications, Authorizations, Clearances
tagged as a backlog**

Name of Government Agency/Office					
Name of Office/Department					
Type of License, Clearance, Permit, Certification Authorization	Date of filing of application for license, permit, certification, authorization, clearance was filed	Date of issuance of license, clearance, permit, certification, authorization	Classification of Application (Simple, Complex or Highly Technical)	Remarks or Status of Application	Action to be taken by the Agency

