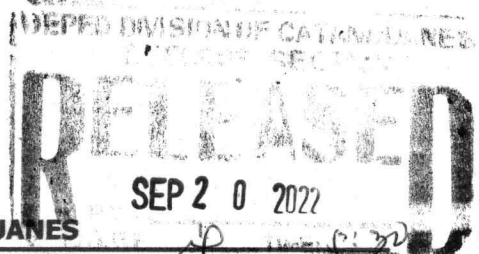




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



20 September 2022

DIVISION MEMORANDUM

No. 467 s. 2022

**COMPLIANCE TO ACTION OF OFFICES ON TRANSACTIONS PURSUANT TO
REPUBLIC ACT No. 11032**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This is to reiterate and emphasize compliance to the action of offices per Republic Act No. 11032 (AN ACT PROMOTING EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 9485, OTHERWISE KNOWN AS THE ANTI-RED TAPE ACT OF 2007, AND FOR OTHER PURPOSES).

2. The following are stated on this concern:

XXX

Section 9. Section 8 of the same Act is hereby amended and renumbered as Section 9 to read as follows:

XXX

“(b) Action of Offices. –

“(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.**

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.



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The maximum time prescribed above may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter. Prior to the lapse of the processing time, the office or agency concerned shall notify the applicant or requesting party in writing of the reason for the extension and final date of release of the government service/s requested. Such written notification shall be signed by the applicant or requesting party to serve as proof of notice."

XXX

3. For information, guidance, and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encls:

As stated

References: RA No. 11032- An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes.

To be indicated in the Perpetual Index
under the following subjects:

POLICY	REQUESTS
RULES AND REGULATIONS	SERVICE

MBL/DM- Compliance to Action of Offices on Transactions Pursuant to RA No. 11032
005/September 20, 2022