



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

\_\_\_\_ FEB 2025

**DIVISION MEMORANDUM**

No. \_\_\_\_\_ S., 2025

**SUBMISSION OF 2024 DEPED ZERO BACKLOG REPORT**

TO: Assistant Schools Division Superintendent  
CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads/OICs, Public Elementary and Secondary Schools  
All Others Concerned

1. Enclosed is DM-OUHROD-2025-0410, which requires the submission of the FY 2024 ZERO BACKLOG REPORT on or before February 28, 2025, 6:00 p.m. thus, each functional division, unit, section and school shall submit to this Office their respective certification, in printed copy, stating that they do not have backlogs in their internal and external services from January 1 to December 31, 2024. Submission is on or before February 25, Tuesday, 5:00 p.m.

2. For compliance.

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

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

REPORT