

Zero Backlog Program

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

<b>Program Description</b>
<i>Description of the Program</i>

<b>Matrix of Services and Plan of Action</b>							
Office	Name of service	Classification (Simple, Complex, Highly Technical)	Average Number of applications/requests/ license/permit/clearances, etc. received per day	Average number of applications / requests/ license/permit/clearances, etc. processed within the prescribed processing time	Average number of applications/ requests/ license/permit/clearances, etc. ISSUED within the prescribed time	Intervening Factors for the gap (i.e., limited IT infrastructure, unavailable signatories, etc.)	Plan of Action to address the gap (i.e., Streamlining, Digitalization.)

<b>Implementation Results</b>
<i>Indicate significant improvements since the implementation of the Zero Backlog Program</i>

***Name and Signature of Head of Agency/ARTA Focal***