



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

June 27, 2025

DIVISIONAL MEMORANDUM

No. 214, s. 2025


**ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE AND
APPLICATION FOR TRAVEL ABROAD**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. Pursuant to Regional Memorandum No. 441, s. 2025 “Issuance of Certificate of No Pending Admin Case for Employees” this Office informs the field that certificate of no pending case shall be requested at and issued by the Legal unit with jurisdiction over the client, to wit:

Position Occupied	Issuing Office	Procedure
Teaching, Teaching-related and / or School Administration positions in the schools and Schools Division Office (SDO)	Legal Unit of the Regional Office	Upon receipt of request through Request Form or On-line Request the Administrative Officer V shall submit letter of request for the issuance of no pending admin case to the Regional Office – Legal Unit
Non-teaching position in the schools and Schools Division Office	Legal Unit of the Division Office	Upon receipt of request through Request Form or On-line Request the Legal Officer in the Division Office shall act appropriately.

2. For those who will travel abroad, please be reminded that Certificate of No Pending Case is one of the requirements upon submission of your intent to the Division Office. Thus, request shall be done earlier.
3. Furthermore, this Office directs the concerned personnel that Application for Foreign Personal Travel Authority (Application for Travel Abroad) shall be submitted to this Office at least 45 days prior to the scheduled date of travel.
4. Immediate and wide dissemination of this Memorandum is desired.


NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



May 28, 2025

REGIONAL MEMORANDUM
No. 411 s. 2025

ISSUANCE OF CERTIFICATE OF NO PENDING ADMIN CASE FOR EMPLOYEES

To: Schools Division Superintendents
Legal Officers
Human Resource Management Officers
All Others Concerned

1. This is to reiterate that certificate of no pending admin case shall be requested at and issued by the Legal Unit with jurisdiction over the client, details to wit:

Position Occupied	Issuing Office	Procedure
Teaching, Teaching-related and/or School Administration positions in the schools, Schools Division Office (SDO) and Regional Office (RO)	Legal Unit of the Regional Office	DepEd Citizen's Charter 2025 edition page 331 Note: for employees in the schools and SDOs, it shall be the SDO, through its Administrative Officer V of the Administrative Division, who will request for the certificate of no pending admin case to the RO
Non-teaching position in the Regional Office	Legal Unit of the Regional Office	DepEd Citizen's Charter 2025 edition page 331
Non-teaching position in the schools and Schools Division Office	Legal Unit or designated Legal officer of the Schools Division Office	DepEd Citizen's Charter 2025 edition page 412

2. Henceforth, all transactions requiring the certificate of no pending admin case as one of the documentary requirements (e.g. travel abroad, retirement) must be issued by the appropriate office.

3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. This Office directs the immediate dissemination of and compliance with this Memorandum.



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ARTURO B. BAYOCOT, CESO
Regional Director

ATCH.: None
To be indicated in the Perpetual Index
under the following subject:

POLICY	PROCEDURE
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ASD/PS-atmad



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Doc Ref Code	Rev	Page
Effectivity	11-27-2016	2 of 2

Doc Ref Code	2011-02-11	Rev	2.0
Effectivity	11-22-11	Page	2 of 2



2. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case

This process intends to establish an issuance of a Certificate as to the pendency or non-pendency of an administrative case of teaching, teaching-related employees including the employees in the Regional Office.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Teaching and Teaching-Related Personnel, Regional Office Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) Copy of Request Letter for the issuance of Certificate of No Pending Administrative Case specifically stating the purpose of the request			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of letter request via email or google link	1.1. Receive the request and forward for appropriate action	None	5 minutes	Receiving Clerk at Records Section
	1.2. Verify the name of the requestor from the database of pending cases	None	10 minutes	Legal Unit Staff
	1.3. Prepare certificate and countersign and forward to the head of Legal Unit	None	15 minutes	Legal Unit Staff
	1.4. Sign the certificate	None	5 minutes	Attorney IV
2. Receive the certificate	2.1 Certificate to be officially released from the Records Section	None	5 minutes	Records Staff
Total		None	40 minutes	

D. Legal Unit

1. Issuance of Certificate of No Pending Case

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

Office or Division	Legal Services Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government issued ID			Requesting Entity	
2. Division Clearance				
3. Authorization letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list offormally charged employees	None	5 minutes	Legal Officer / Legal Assistant
2. Log at thelog sheet provided if issued a certification	2.1 If employee does nothave a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee thathe/she will be cleared after case has been resolved orsanction has been completed	None	5 minutes	
3. Receive action document/s.	3.1 Release action document / Sign Division Clearance	None	5 minutes	
Total		None	15 minutes	