

Republic of the Philippines

Department of Education REGION X - NORTHERN MINDANAO SCHOOLS DIVISION OF OZAMIZ CITY

June 27, 2025

DIVISIONAL MEMORANDUM No. 24, 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)	Regional	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 Superinterdent



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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 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		
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			
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.



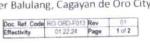


Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City

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DR. ARTURO B. BAYOCOT, CESO III Regional Director

ATCH.: None To be indicated in the <u>Perpetual Index</u> under the following subject:

POLICY

PROCEDURE

DTS 25-

ASD/PS-amad





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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:	Office or Division: Legal Unit						
Classification: Simple							
Type of Transaction	n: G2G - Government	G2G - Government to Government					
Who may avail:	Teaching and Tea Personnel	Teaching and Teaching-Related Personnel, Regional Office					
CHECKLIST OF REQUIREMENTS				RE TO SECURE			
One (1) Copy of Red Pending Administrati request	uest Letter for the issuance ive Case specifically stating	the purpos	se of the Client				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
letter request via email or google link t	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 fromthe database of pending cases	None	10 minutes	Legal UnitStaff			
	 1.3. Prepare certificate and countersign and forward to the head of Legal Unit 	None	15 minutes	Legal UnitStaff			
	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 nopending 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 Transactio	on: Government to Government (G2G)					
Who may avail:	Internal Clients					
CHECKLIST	CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Government issued ID			Requesting Entity			
Division Clearance						
Authorization lette		,				
CLIENT STEPS	AGENCY ACTION	FEES BE P/	_	PROCESSING TIME	PERSON RESPONSIBLE	
Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list offormally charged employees	Non		5 minutes	Legal Officer / Legal Assistant	
Log at thelog sheet provided if issued a certification	2.1 If employee does nothave a pending	Non	е	5 minutes		
	If employee has a pending administrative case, inform employee thathe/she will be cleared after case has been resolved orsanction has been completed					
Receive action document/s.	3.1 Release action document / Sign Division Clearance	Non	e	5 minutes		
	Total	Total None		15 n	15 minutes	