



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 231, s. 2026

**PROCESS ON THE ELECTRONIC REQUEST AND ISSUANCE OF
CERTIFICATION AS TO PENDENCY OR NON-PENDENCY OF AN
ADMINISTRATIVE CASE PURSUANT TO REGIONAL MEMORANDUM NO.
153, SERIES 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
Elementary and Secondary School Heads
All Others Concerned

1. This is in relation to the Department of Education Citizen's Charter 2026 (1st Edition), relative to the "Request for Certification as to the Pendency or Non-Pendency of an Administrative Case."
2. **Teaching and teaching-related personnel** shall personally request from the Regional Office their respective certificate of Pendency or Non-Pendency of an administrative case, by using their **DepEd email Account**. Requests submitted through personal email accounts, private email addresses, or through another person acting on behalf of the requesting employee shall not be entertained.
3. The Regional Memorandum No. 153 series 2026, provides for the detailed process of requests for certification of pendency/non-pendency of administrative case for teaching and teaching-related personnel, which is attached herein as reference and guidance.
4. For immediate dissemination.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

S3/LU
May 20, 2026



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

**LETTER REQUEST FORM FOR CERTIFICATE OF NO PENDING CASE
(TEACHING and TEACHING-RELATED PERSONNEL)**

INSTRUCTIONS:

1. Please fill up and make sure all information are complete.
2. By accomplishing this form, you attest that you have read and agree with the privacy notice of this Office.
3. This request shall be sent to the Office of the Regional Director through the Legal Unit by using **applicant's official DepEd Gmail Account**.
4. Subject for the email request shall be **REQUEST FOR CERTIFICATION OF PENDENCY/NON-PENDENCY OF ADMINISTRATIVE CASE - [FULL NAME OF EMPLOYEE: LAST NAME, FIRST NAME, MIDDLE NAME]**.
5. Request shall be sent through email to region3@deped.gov.ph and legal.ro3@deped.gov.ph
6. Attach one (1) valid DepEd issued ID.

Full Name

(LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX-IF ANY):

Tel./Mobile No: _____

Email Add: _____

Present

Position:

Office/Unit/School: _____

Purpose of

Request: _____

Good day!

Respectfully requesting for a certification of pendency/non-pendency of administrative case for legal purposes.

I attest to the truthfulness of the above information and gives my consent for this process.

Thank you very much.

(Name and Signature of Applicant)

Date: _____



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. **153**, s. 2026

**PROCESS ON THE ELECTRONIC REQUEST AND ISSUANCE OF CERTIFICATION
AS TO PENDENCY OR NON-PENDENCY OF AN ADMINISTRATIVE CASE**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Schools District Supervisors
Teaching and Teaching-Related Personnel
Regional Office Personnel
All Others Concerned

1. In line with the provisions of the DepEd Citizens' Charter 2026 (1st Edition) relative to the "Request for Certification as to the Pendency or Non-Pendency of an Administrative Case," this memorandum is hereby issued to govern the process of electronic filing and processing of requests before the Regional Legal Unit.

2. Under the DepEd Citizen's Charter 2026, only teaching, teaching-related, and Regional Office personnel requesting Certification for their own official purpose may avail themselves of the process.

3. The request for issuance of the said Certification shall be submitted by the applicant using his/her official DepEd email account. **Requests submitted through personal email accounts, private email addresses, or through another person acting on behalf of the requesting employee shall not be entertained.**

4. The requesting employee must personally prepare and transmit the request through electronic mail to the official email addresses of the DepEd Regional Office III and Regional Legal Unit: region3@deped.gov.ph and legal.ro3@deped.gov.ph

5. The subject of the electronic mail shall strictly follow the format below:

REQUEST FOR CERTIFICATION OF PENDENCY/NON-PENDENCY OF ADMINISTRATIVE CASE – [FULL NAME OF EMPLOYEE: LAST NAME, FIRST NAME, MIDDLE NAME]

6. In accordance with the requirements under the DepEd Citizens' Charter 2026, the requesting employee shall submit through email the following documentary requirement:



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>





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- a. One (1) scanned copy of a signed request letter for the issuance of a Certification as to the Pendency or Non-Pendency of an Administrative Case, specifically stating the purpose of the request.
7. The scanned copy of the duly issued Certification shall be transmitted exclusively by the official DepEd Region III email address directly to the official DepEd email account of the requesting employee upon availability for release.
8. Applicants are requested to take note that requests with incomplete information and documentary requirements, failure to use the official DepEd email account of the requesting employee, or non-compliance with the procedures prescribed herein shall not be processed until full compliance has been made.
9. For dissemination and compliance of all concerned.

TOLENTINO G. AQUINO
Regional Director

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Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>

