



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

Office of the Schools Division Superintendent

April 22, 2026

DIVISION MEMORANDUM

No. 176, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 474, s. 2026 TITLED
e-CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE**

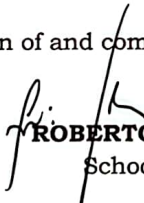
To : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/Principals-In-Charge
All Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. This is to disseminate Regional Memorandum No. 474, s. 2026, titled "e-Certificate of No Pending Administrative Case". This directive outlines the method of the online submission and automated processing of requests, including verification of employee records and administrative case status and the generation of the certificate with appropriate security features such as document control number, QR code for verification, and PNPKI-based digital signature.

2. In this regard, teachers, teaching-related positions, and third level officers shall submit their requests for the issuance of a Certificate of No Pending Administrative Case through the official DepEd Regional website under Legal Services. The google form may be accessed through the following link: <https://region8.deped.gov.ph/request-for-certificate-of-no-pending-administrative-case/>. Requests from non-teaching personnel in schools and Schools Division Offices (SDOs), on the other hand, shall be processed at the SDO-Legal Unit.

3. All are enjoined to disseminate the implementation of the system and ensure accuracy of personnel and case records.

4. Immediate dissemination of and compliance with this Memorandum are desired.


ROBERTO N. MANGALIMAN, PhD CESO VI
Schools Division Superintendent

Enclosure: As stated

References: As stated

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

Certificate of No Pending Administrative Case

Digital Certificate

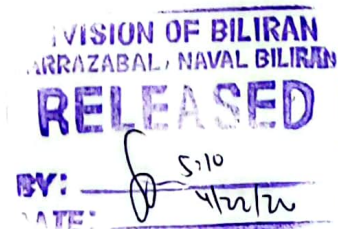


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KASIKAS
Kasalam Alang Sa Igsoong Biliranon Kaabag Ang Sociedad
"More, Be Counted, Achieve!"

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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

REGIONAL MEMORANDUM

No. **474** s. 2026

e-CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

To: Schools Division Superintendents
Division Legal Officers
All Others Concerned

1. In line with the Department's continuing efforts to enhance efficiency, transparency, and service delivery through digital transformation, this Office announces the implementation of the e-Certificate of No Pending Administrative Case System for DepEd Regional Office VIII.

2. The system enables online submission and automated processing of requests, including verification of employee records and administrative case status, and generation of the certificate with appropriate security features such as document control number, QR code for verification, and PNPKI-based digital signature.

3. The system covers only requests made by teachers, teaching-related positions, third level officers, and regional office personnel. Requests from non-teaching personnel of schools and Schools Division Offices (SDOs) shall be processed at the SDOs, as jurisdiction over such personnel on administrative cases lies with their respective Schools Division Superintendents.

4. All SDOs are enjoined to disseminate the implementation of the system and ensure the accuracy of personnel and case records. The google form may be accessed through the official DepEd Regional website under Legal Services.

5. For guidance and compliance.

SALUSTIANO T. JIMENEZ EdD, JD, CDSO III
Regional Director

Enclosures: None
References: None



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

Certificate of No Pending Administrative Case

Digital Certificate

ORD-LU-MJSC

