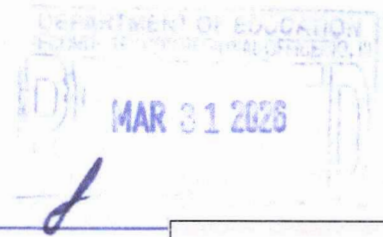




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



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REGIONAL MEMORANDUM

No. 083, s. 2026

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent
SCHOOLS DIVISION SUPERINTENDENT

PROTOCOL ON FOLLOW-UP OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE FOR TRAVEL ABROAD APPLICATIONS

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Public Elementary and High Schools
All Others Concerned

1. This memorandum is being issued to establish the proper procedure for follow-ups regarding requests for issuance of Certificate of No Pending Administrative Case in relation to applications for travel abroad.
2. All follow-ups concerning the status of requests for the issuance of the said Certificates **shall be strictly coursed through the designated Liaison Officers of the Schools Division Offices.**
3. For a streamlined and organized communication process, only follow-ups coursed through Liaison Officers shall be allowed. This is to avoid multiple inquiries from different individuals regarding the same request, which may result to breach of confidentiality and delay in the processing of applications.
4. For information and strict compliance.



TOLENTINO G. AQUINO
Regional Director

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