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Schools Division Superintendent



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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