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[redacted]

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Schools Division Superintendent

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

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. III
NOV 12 2026

REGIONAL MEMORANDUM
No. 483, s. 2026

ADOPTION OF THE ONLINE APPLICATION SYSTEM FOR CERTIFICATION AS TO THE 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. Relative to Regional Memorandum No. 153, s. 2026, entitled *"Process on the Electronic Request and Issuance of Certification as to Pendency or Non-Pendency of an Administrative Case,"* this Office hereby announces the adoption of an online application system, accessible through a designated link or Quick Response (QR) Code, for the submission and processing of requests for the said certification.

2. Under the new system, eligible personnel shall submit their requests by accomplishing the prescribed **online application form**, in lieu of the previous procedure of transmitting requests through electronic mail. The application form may be accessed through the following:

Online Application Link and QR Code: https://bit.ly/Request_CNPAC

3. To ensure the orderly and efficient processing of applications, all concerned are reminded of the following:

a. Applicants shall use only their **official DepEd email accounts** when accessing and accomplishing the online application form. Applications using personal or non-DepEd email addresses shall not be accepted.

b. Applicants shall ensure that all information entered in the online application form is **complete, correct, and accurate**. They are advised to carefully review their entries before submission to avoid errors and delays in the issuance of the certification.

c. Only **one (1) application shall be accepted** from each official DepEd email address during the validity period of the issued certification.

d. The issued certification shall be **valid for six (6) months** from the date of issuance. Applicants who attempt to submit another application within the six-month validity period shall receive an automated email notification informing them that their previously issued certification remains valid.

e. Applicants are advised to retain a copy of their issued certification for reference and use during its validity period. The certification shall continue to be transmitted to the applicant's official DepEd email address.

4. For inquiries, concerns, or assistance regarding the online application process, applicants may contact the DepEd Regional Office III Legal Unit through legal.ro3@deped.gov.ph.

5. The provisions of Regional Memorandum No. 153, s. 2026, pertaining to the submission of requests through electronic mail, are hereby **superseded** by the online application procedure prescribed herein. All other provisions thereof, insofar as consistent with this Memorandum, shall remain in effect.

6. For information and immediate dissemination.

TOLENTINO G. AQUINO
Regional Director

Encl.: None
References: RM No. 153, s. 2026
To be indicated in the Perpetual Index
under the following subjects:
CERTIFICATION APPLICATION
ADMINISTRATIVE CASE
LO2
November 11, 2026