

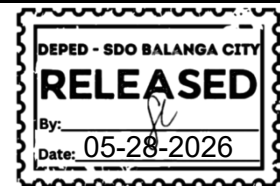


Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 283 s. 2026



**PROCESS ON THE ELECTRONIC REQUEST AND ISSUANCE OF
CERTIFICATION AS TO PENDENCY AND 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 or non-pendency of administrative case for teaching and teaching-related personnel, which is attached herein as reference and guidance.
4. For immediate dissemination.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

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

ADMIN CASE
PENDENCY NON-PENDENCY

Encl: As stated
Ref No. LU-DM-2026-01
JL/May 25, 2026



Republic of the Philippines
Department of Education
 Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

**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 email 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 Address: _____

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: _____



Address: DFS Phase III, Talisay, Balanga City
 Email Address: balanga.city@deped.gov.ph
 Telephone No: (047) 935-0210

