



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 12 2025

REGIONAL MEMORANDUM
No. 246, s. 2025

**GUIDELINES ON THE REQUEST FOR CERTIFICATION AS TO
THE PENDENCY OR NON-PENDENCY OF AN ADMINISTRATIVE CASE**

TO: OIC- Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The Office of the Regional Director- Legal Unit has outlined the official process for the issuance of a Certificate of Pendency or Non-Pendency of an Administrative Case.
2. The purpose of the requested certification is to confirm whether or not a requesting employee has any pending administrative case, as required for various official transactions.
3. The requesting party shall submit one (1) copy of a Letter indicating relevant details for the issuance of the certificate. (See Annex A for the sample format). Request may be submitted via email at nir@deped.gov.ph or may be sent to the Regional Office-Records Section.
4. The purpose of the request must be clearly stated in the letter. Clients must ensure the accuracy and completeness of the information submitted to avoid delays.
5. No fees shall be collected for the processing and issuance of the certification.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

Signature and Printed Name

Department of Education
Region VI
Administration
Data Processing



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website:

Annex A: Sample Letter Request

[Date]

RAMIR B. UYTICO EdD, CESO III

Regional Director

Department of Education, Negros Island Region

Attention: The OIC- Attorney IV
ORD- Legal Unit

Sir:

I respectfully request for the issuance of a Certification of No Pending Administrative Case, which will be used for the purpose of _____.
[e.g., application for promotion, scholarship, travel abroad, retirement, transfer, loan application, survivorship benefit, Others (please specify)]

Here are my details for reference:

Name: _____

If married female, indicate maiden name: _____

Employee ID: _____

Position: _____

School/SDO/Office Assignment: _____

For Retirement: Effective date of Retirement: _____	For Survivorship Benefits: Date of Death: _____ Name of Surviving heirs and relationship to the deceased: _____
For Travel Abroad: Dates of Travel: _____ Destination/s: _____	For Transfer: Effective date of Transfer: _____ New Station: _____

Thank you for your kind assistance.

Respectfully,

Signature over Printed Name

Data Privacy Notice: The personal information provided in connection with the request for a Certificate of Pendency or Non-Pendency of Administrative Case shall be collected, processed, and stored solely for the purpose of verifying administrative case records and issuing the requested certification. All data shall be handled in accordance with the Data Privacy Act of 2012, ensuring confidentiality and protection against unauthorized access, use, or disclosure.