



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Office of the Regional Director

29 June 2022

**Regional Memorandum**

**INVENTORY OF CASE RECORDS IN THE LEGAL UNIT OF  
THE REGIONAL OFFICE**

To **ALL PERSONNEL IN THE REGIONAL OFFICE**  
**ALL SCHOOLS DIVISION OFFICE**

1. To better ease the delivery of government services in the Legal Unit, the Legal Unit intends to conduct the pilot implementation of Bi-Annual Inventory of Cases. The Bi-Annual Inventory of Cases aims to revisit, to review and to update all the cases, complaints and other matters pending action in the Legal Unit.
2. For the first semester, the Legal Unit intends to reconfigure its recording system so that it can identify the case records which need to be forwarded to the Records Section and which need to be retained in the Legal Unit.
3. If effective, such program shall be adopted permanently by the Legal Unit as part of its regular annual activity.
4. **In this regard, all requests for certificates of no pending case, for favorable indorsements to SEC, for correction of entries in the school records and all other frontline services offered by the Legal Unit shall be acted within 7 days from receipt of the requests from July 11, 2022 to July 30, 2022.**
5. For information of all.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph