



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



Office of the Regional Director

05 May 2025

Regional Memorandum
No. 340 s. 2025

**GUIDELINES FOR THE ISSUANCE OF CERTIFICATE OF NO
PENDING CASE BY THE LEGAL UNIT OF THIS
REGIONAL OFFICE**

To: **Schools Division Superintendents**

1. This has reference to the Regional Memorandum which was issued by this Office, specifically, DEPED-4A-RM01C-18-269 entitled **"CERTIFICATES OF NO PENDING/PENDING CASE OVER TEACHING AND TEACHING-RELATED PERSONNEL IN THE SCHOOLS DIVISION OFFICE AND PERSONNEL OF THE REGIONAL OFFICE"** and to the Addendum to DEPED-4A-RM01-18-269 entitled **"ADDENDUM TO DEPED-4A-RM01-18-269, ENTITLED CERTIFICATES OF NO PENDING/PENDING CASE OVER TEACHING AND TEACHING RELATED PERSONNEL IN THE SCHOOLS DIVISION OFFICE AND PERSONNEL OF THE REGIONAL OFFICE"** which was issued by this Office on May 18, 2018.
2. In relation thereto, to cope up with the constant request for Certificate of No Pending Case (CNP) of the 23 Schools Division Offices in this region, the following guidelines are further implemented, to wit:
 - a) In any request for CNP for travel abroad, the requesting party is required to indicate in the CNP Form the **specific travel date/s and destination.**¹ Please refer to the attached file (Annex A) for your reference;
 - b) All email request for CNP must be sent to cnp.calabarzon@deped.gov.ph;
 - c) The period of validity of the CNP being issued by this Office is extended from thirty (30) days to sixty (60) days from the date of the said document;
 - d) If the request for CNP is urgent, we highly recommend that the request be personally submitted as walk-in client at the office of the Legal Unit located at Gate 2, Karangalan Village, DepEd Compound, Cainta, Rizal;
 - e) No. 2 (a) of the Addendum to DEPED-4A-RM01-18-269 which was issued on May 18, 2018 is hereby amended to be read as follows, to wit:

¹ Annex "A". Sample filled-out CNP Form for Travel Abroad.

"The Attorney III/Legal Coordinator of the Legal Unit of **large and medium Schools Division Offices** are hereby authorized to sign certificates of pending/no pending cases necessary in securing GSIS loan, school bond, **awards and recognition (except for GAWAD PATNUGOT, CNP must be issued by this Regional Office)**, and other transaction not related to retirement, travel abroad, and scholarships.

3. The above-mentioned guidelines shall take effect on **May 19, 2025**.
4. This Regional Office through the Legal Unit shall only issue a Certificate of No Pending Case upon compliance with the guidelines set herein.
5. Other provisions of the above-mentioned Regional Memoranda remain unchanged.
6. Immediate and wide dissemination of this memorandum is earnestly desired.
7. For further coordination you may contact the Legal Unit of this Office at (02) 8682-2114 local 412 or through email at legal.calabarzon@deped.gov.ph.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



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

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This Office certifies, as of this date that:

JOHN WINSTON

HOPE

LOVE

(FIRST NAME)

(MIDDLE NAME)

(FAMILY NAME)

HEAD TEACHER I

(POSITION)

KARANGALAN ELEMENTARY SCHOOL

(SCHOOL)

RIZAL

(CITY/SCHOOLS DIVISION OFFICE)

- ☐ has no pending case
- ☐ has no pending case but under investigation (_____)
- ☐ has pending case docketed as _____.

This Certification is issued pursuant to the disciplinary jurisdiction of the Office of the Regional Director over teaching and teaching-related personnel in DepEd CALABARZON as laid down in R.A No. 4670 or the Magna Carta for Public School Teachers and the same may be used for the purpose of **RETIREMENT**.

This Certificate is valid for a period of 60 days from date of issue.

Issued this _____ at Cainta, Rizal, Philippines.

MARIANNE A. DILAG

Attorney III

**Not valid if with erasures or alterations.*

**Not valid if there is no initial from processor and without dry seal.*

**This certificate may be subject to verification or amendment, when circumstances warrant.*



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REGION IV-A CALABARZON

Annex "A"

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This Office certifies, as of this date that:

JOHN WINSTON

HOPE

LOVE

(FIRST NAME)

(MIDDLE NAME)

(FAMILY NAME)

HEAD TEACHER I

(POSITION)

KARANGALAN ELEMENTARY SCHOOL

(SCHOOL)

RIZAL

(CITY/SCHOOLS DIVISION OFFICE)

- ☐ has no pending case
- ☐ has no pending case but under investigation (_____)
- ☐ has pending case docketed as _____.

This Certification is issued pursuant to the disciplinary jurisdiction of the Office of the Regional Director over teaching and teaching-related personnel in DepEd CALABARZON as laid down in R.A No. 4670 or the Magna Carta for Public School Teachers and the same may be used for the purpose of **PERSONAL TRAVEL TO BEIJING, CHINA ON JUNE 1 – 5, 2025.**

This Certificate is valid for a period of 60 days from date of issue.

Issued this _____ at Cainta, Rizal, Philippines.

MARIANNE A. DILAG

Attorney III

**Not valid if with erasures or alterations.*

**Not valid if there is no initial from processor and without dry seal.*

**This certificate may be subject to verification or amendment, when circumstances warrant.*