



Republic of the Philippines
Department of Education
Cordillera Administrative Region



Office of the Regional Director

Regional Memorandum
No. 112, s. 2020

April 23, 2020

ONLINE APPLICATION OF CERTIFICATE OF NO PENDING CASE

To: **Regional Office**
Schools Division Offices
Public School Heads and Teachers
All Others Concerned

1. As the DepEd CAR Regional Legal Unit continues to provide its legal services through a "Work From Home" arrangement, it shall accept applications for the issuance of a Certificate of Pendency or Non Pendency of Administrative case;
2. The applicant shall send a scanned copy of the application of Certificate of No Pending Case, together with the attachments through email at legalunit.depedcar@gmail.com;
3. The Legal Unit staff will verify from the LSIS 3.0 if applicant has or has no administrative case, then will prepare the Certification;
4. The scanned Certificate will be sent back to the applicant through his/her DepEd email. The scanned copy is deemed original if authenticity is verified through any available mode of verification such as email, telephone or telefax.
5. The original hard copy of the Certificate will be available for pick-up at the Legal Unit/Records Section, DepEd CAR Regional Office;
6. All requests or applications for the issuance of Certificate of No Pending Case shall be sent by the applicant through his/her DepEd email, pursuant to DepEd Memo No. 85 s 2012 entitled Policy on the Establishment of DepEd e-mail service, otherwise the request or application will not be entertained;
7. Immediate and widest dissemination of this memorandum is desired.


MAY B. ECLAR, PhD, CESO V
Regional Director



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