



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 8, 2024

**REGIONAL MEMORANDUM**

No. **140** s. 2024

**REQUEST FOR ISSUANCE OF CERTIFICATE OF  
NO PENDING/PENDING ADMINISTRATIVE CASE**

To: Schools Division Superintendents  
All Others Concerned

1. Pursuant to E.O. No. 2, s. 2016 and DO 19, s. 2021, any request for the issuance of certification regarding the pendency or non-pendency of administrative cases of any officials and employees under the jurisdiction of this Office or Schools Division Offices (SDOs) shall be issued only upon request of the concerned party.
2. The written request must include the full name and signature of the requesting party, the number of copies of the requested document, and the purpose for which the certification will be used.
3. For officials/employees who are under the jurisdiction of this Office, the requests may be submitted to [legal.region8@deped.gov.ph](mailto:legal.region8@deped.gov.ph) or may be accessed through the link <https://rb.gy/91mq3o>. For SDO employees, the request may be sent to the official email address of the SDO concerned or accessed through a Google link, if any.
4. Immediate dissemination and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosures: None

References: As stated

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

CERTIFICATION    PENDENCY/NON-PENDENCY    ADMINISTRATIVE CASE

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