



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

**REGIONAL MEMORANDUM**

No. **474** s. 2026

**e-CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE**

To: Schools Division Superintendents  
 Division Legal Officers  
 All Others Concerned

1. In line with the Department's continuing efforts to enhance efficiency, transparency, and service delivery through digital transformation, this Office announces the implementation of the e-Certificate of No Pending Administrative Case System for DepEd Regional Office VIII.

2. The system enables online submission and automated processing of requests, including verification of employee records and administrative case status, and generation of the certificate with appropriate security features such as document control number, QR code for verification, and PNPKI-based digital signature.

3. The system covers only requests made by teachers, teaching-related positions, third level officers, and regional office personnel. Requests from non-teaching personnel of schools and Schools Division Offices (SDOs) shall be processed at the SDOs, as jurisdiction over such personnel on administrative cases lies with their respective Schools Division Superintendents.

4. All SDOs are enjoined to disseminate the implementation of the system and ensure the accuracy of personnel and case records. The google form may be accessed through the official DepEd Regional website under Legal Services.

5. For guidance and compliance.

**SALUSTIANO T. JIMENEZ EdD, JD, CESO III**  
 Regional Director

Enclosures: None  
 References: None



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

**Certificate of No Pending Administrative Case**

**Digital Certificate**

ORD-LU-MJSC



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