



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

July 30, 2026

REGIONAL MEMORANDUM

No. **975** s. 2026

**UPDATING AND SUBMISSION OF STATUS REPORT ON PENDING
COMPLAINTS/CASES AND OTHER ENDORSED DOCUMENTS**

To: Schools Division Superintendents
All Others Concerned

1. To ensure prompt compliance with the reportorial requirements of the Central Office, Regional Office and other concerned agencies, this Office directs the Division Offices through the Legal Units, to regularly provide updates on the status of complaints or cases endorsed to SDOs for fact-finding, preliminary, or formal investigation; and such other endorsements requiring a report on the action/s taken by the concerned division office or school.
2. The updating shall be done using the google link that will be directly forwarded to the Division Legal Officers and Legal Assistants.
3. A duly signed quarterly status report shall be submitted to this Office within five (5) days after the end of each quarter via e-mail or manual submission. See attached reporting template for reference.
4. Immediate dissemination of this Memorandum is desired.


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



Enclosure: Annex A

Reference: None

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

STATUS REPORT

PENDING COMPLAINTS/CASES

ORD-ECC



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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DIVISION OF
Q2 SUMMARY REPORT ON THE STATUS OF PENDING ADMINISTRATIVE CASES
as of Month Year

No.	Division	Complainant & Address	Respondent & Address	Offense Charged	FC Charge No.	STATUS
1.						
TOTAL:						

Prepared by:

NAME OF LEGAL ASSISTANT
POSITION

Noted by:

NAME OF LEGAL OFFICER
POSITION/DESIGNATION