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

September 17, 2026

REGIONAL MEMORANDUMNo. **1217** s. 2026

**ONLINE REQUEST PLATFORM FOR CERTIFICATE OF NO PENDING
ADMINISTRATIVE CASE AND CLEARANCES
FOR THIRD LEVEL OFFICIALS**

To: Schools Division Superintendents
Asst. Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum **OULLA-2026-2707** from the Office of the Undersecretary for Legal and Legislative Affairs, Department of Education, DepEd Complex, Meralco Avenue, Pasig City, relative to the "Implementation of the Online Request Platform for Certificates of No Pending Administrative Case and Clearances" for all **presidential appointees and third level officials** of the Department of the Education.

2. In reference thereto, all request shall be submitted through the link below and shall be claimed at the Legal Service – Investigation Division 3rd Flor Mabini Bldg, DepEd Complex, Meralco Avenue, Pasig City.

https://bit.ly/CNPC_CO

3. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: Memorandum,

References: None

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



THIRD LEVEL OFFICIALS

NO PENDING CASE CERTIFICATES

ORD-LU-MJSC



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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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

RECORDS FILE

RECEIVED
OFFICE OF THE REGIONAL DIRECTOR
SIGNATURE

MEMORANDUM

OULLA-2026-2707

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DEPED CENTRAL OFFICE-BASED PERSONNEL
ALL OTHERS CONCERNED

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 9/16/26
TRACKING #: 10475 TIME: 9:21 AM
SIGNATURE: [Signature]

FROM : ATTY. FILEMON RAY L. JAVIER
Undersecretary for Legal and Legislative Affairs

SUBJECT : IMPLEMENTATION OF THE ONLINE REQUEST PLATFORM FOR
CERTIFICATES OF NO PENDING ADMINISTRATIVE CASE AND
CLEARANCES THROUGH cnpc.co@deped.gov.ph

DATE : SEP 14 2026

This refers to the issuance of Certificates of No Pending Administrative Case and Clearances for all Presidential Appointees, Third-Level Officials, and Central Office personnel of the Department of Education.

In line with the commitment of the Office of the Undersecretary for Legal and Legislative Affairs to streamline its processes and provide its clients with enhanced services, all application or request for the issuance for such certificates and clearances shall be submitted through the **Online Request Form**. However, clients may still submit physical documents in support of their requests.

The issuance of the certificate or clearance shall be completed within **three (3) working days for requests** filed by walk-in Clients and **five (5) working days** for requests filed via electronic mail, in accordance with the 2026 DepEd Citizen's Charter. Accordingly, all certificates and clearances shall be claimed at the Legal Service – Investigation Division, 3rd Floor Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City.

Clients may access the Online Request Form through the QR Code and link provided below:



http://bit.ly/CNPC_CO

To facilitate the prompt processing of your concern, kindly use the following format:

Subject Line Formal: [Name of Client] – [Purpose]

e.g. Juan Dela F. Cruz – Official Travel Abroad

For inquiries or requests, please contact the *Legal Service-Investigation Division* at **cnpc.co@depd.gov.ph**.

This Memorandum shall take effective immediately.



Received: Michael Jose
Document Code: C O L S I 2026 09 2142
Date & Time: 2026 09 15 15:32:14