



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

16 February 2024

DIVISION MEMORANDUM
No. 095, s. 2024

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

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division
Schools Governance and Operations Division
Section Heads
School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 140, s. 2024, all officials/employees who are under the jurisdiction of the Regional Office VIII may submit their request/s for **CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE** via e-mail through legal.region8@deped.gov.ph or through the link <https://rb.gy/91mq3o>.
2. For those employees under the jurisdiction of this Office, requests may be submitted through the official e-mail address of the legal services section at legal@calbayog.ph.education or through the link <https://forms.gle/SmBVhSsUQEEjhSaXA>.
3. Pursuant to E.O. No. 2, s. 2016 and D.O. 19, s. 2021, any requests for the issuance of certification regarding the pendency or non-pendency of administrative cases of any official or employee of this Office shall be issued only upon the request of the concerned party.
4. 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.
5. For the information and guidance of all concerned.

MARGARITO A. CADAYONA, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



P2 Brgy. Hamorawon, Calbayog City, Samar
(055) 530-0059 | bit.ly/depedcalbayog
calbayogcity.division@deped.gov.ph

