



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

12 Jan 2026

**UNNUMBERED MEMORANDUM**

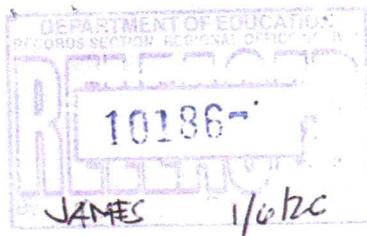
**ADDENDUM TO REGIONAL MEMORANDUM NO. 340, S. 2025  
ENTITLED “GUIDELINES FOR THE ISSUANCE OF CERTIFICATE OF NO  
PENDING CASE BY THE LEGAL UNIT OF THIS REGIONAL OFFICE”**

TO: Assistant Schools Division Superintendents  
Chief – Curriculum Implementation Division (CID)  
Chief – School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Section Heads  
All Others Concerned

1. Attached herewith is the Regional Memorandum No. 2, s. 2026, dated January 5, 2026, entitled, Addendum to Regional Memorandum No. 340, s. 2025 entitled “Guidelines for the Issuance of Certificate of No Pending Case by the Legal Unit of this Regional Office”.
2. For information, guidance and wide dissemination.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

MAL/Addendum to Regional Memorandum No. 340, s. 2025 entitled “Guidelines for the Issuance of Certificate of No Pending Case by the Legal Unit of this Regional Office”/S6-113646/12 Jan 2026



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**Department of Education**  
REGION IV-A CALABARZON

DepEd-Division  
of Batangas

ICT SECTION

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05 January 2026

**Regional Memorandum**  
No. 2 s. 2026

**ADDENDUM TO REGIONAL MEMORANDUM NO. 340, S. 2025  
ENTITLED “GUIDELINES FOR THE ISSUANCE OF  
CERTIFICATE OF NO PENDING CASE BY THE  
LEGAL UNIT OF THIS REGIONAL OFFICE”**

To: **Schools Division Superintendents**

1. This is in reference to the **Regional Memorandum No. 340 s. 2025** dated May 5, 2025, entitled **“Guidelines for the Issuance of Certificate of No Pending Case by the Legal Unit of this Regional Office”**
2. On August 1, 2025, the Department of Budget and Management (DBM) approved 666 new plantilla positions for the Department of Education (DepEd) for legal and procurement roles in Schools Division Offices (SDOs) such as Attorney III, Legal Assistant, and Administrative Officers to strengthen frontline services.
3. Item No. 2(e) of the abovementioned Regional Memorandum provides that:

“No. 2 (a) of the Addendum to DEPED-4A-RM01-18-269 which was issued on May 18, 2018 is hereby amended to be read as follows, to wit:

The Attorney III/Legal Coordinator of the Legal Unit of **large and medium Schools Division Offices** are hereby authorized to sign certificates of pending/no pending cases necessary in securing GSIS loan, school bond, **awards and recognition (except for GAWAD PATNUGOT, CNP must be issued by this Regional Office)**, and other transaction not related to retirement, travel abroad, and scholarships.

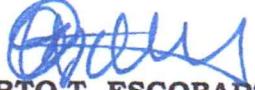
4. With the above approval of the DBM of the plantilla positions for the Department of Education, including Attorney III for small Schools Division Offices, Item No. 2(e) of Regional Memorandum No. 340 s. 2025 is hereby amended to be read as follows, to wit:

“The Attorney III/Legal Coordinator of the Legal Unit of the Schools Division Offices are hereby authorized to sign certificates of pending/no pending cases necessary in securing GSIS loan, school bond, school-based and division-

based awards and recognition (except for GAWAD PATNUGOT, CNP must be issued by this Regional Office), and other transaction not related to retirement, travel abroad, and scholarships.

For Schools Division Offices that has not yet hired their Attorney III upon the issuance of this Regional Memorandum, request for the issuance of CNP shall be acted upon by this Regional Office, for the meantime."

5. Other provisions of the previous Regional Memorandum are still in effect.
6. Immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARATE, CESO II**

*AT* Regional Director *u*