



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

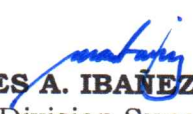
8 May 2025

**UNNUMBERED MEMORANDUM**

**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  
All Others Concerned

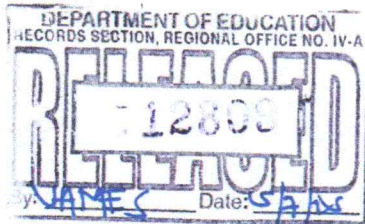
1. Attached herewith is the Regional Memorandum No. 340, S. 2025, Guidelines for the Issuance of Certificate of No Pending Case by the Legal Unit of this Regional Office, dated May 5, 2025.
2. For your information, guidance, and widest dissemination.

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

KMS/Guidelines for the Issuance of CNP by the Legal Unit of this Regional Office  
S6-110379/5-8-25



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
Telephone: (043) 722-1840 / 722-1796  
Email Address: [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
Website: [www.depedbatangas.com](http://www.depedbatangas.com)



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

DepEd-Division  
of Batangas

ICT SECTION

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S6-110379



Date: 05/08/2025  
Time: 09:21 AM  
By: ICT HJ

Office of the Regional Director

05 May 2025

Regional Memorandum  
No. 340 s. 2025

## GUIDELINES FOR THE ISSUANCE OF CERTIFICATE OF NO PENDING CASE BY THE LEGAL UNIT OF THIS REGIONAL OFFICE

To: **Schools Division Superintendents**

1. This has reference to the Regional Memorandum which was issued by this Office, specifically, DEPED-4A-RM01C-18-269 entitled **"CERTIFICATES OF NO PENDING/PENDING CASE OVER TEACHING AND TEACHING-RELATED PERSONNEL IN THE SCHOOLS DIVISION OFFICE AND PERSONNEL OF THE REGIONAL OFFICE"** and to the Addendum to DEPED-4A-RM01-18-269 entitled **"ADDENDUM TO DEPED-4A-RM01-18-269, ENTITLED CERTIFICATES OF NO PENDING/PENDING CASE OVER TEACHING AND TEACHING RELATED PERSONNEL IN THE SCHOOLS DIVISION OFFICE AND PERSONNEL OF THE REGIONAL OFFICE"** which was issued by this Office on May 18, 2018.
2. In relation thereto, to cope up with the constant request for Certificate of No Pending Case (CNP) of the 23 Schools Division Offices in this region, the following guidelines are further implemented, to wit:
  - a) In any request for CNP for travel abroad, the requesting party is required to indicate in the CNP Form the **specific travel date/s and destination.**<sup>1</sup> Please refer to the attached file (Annex A) for your reference;
  - b) All email request for CNP must be sent to [cnp.calabarzon@deped.gov.ph](mailto:cnp.calabarzon@deped.gov.ph);
  - c) The period of validity of the CNP being issued by this Office is extended from thirty (30) days to sixty (60) days from the date of the said document;
  - d) If the request for CNP is urgent, we highly recommend that the request be personally submitted as walk-in client at the office of the Legal Unit located at Gate 2, Karangalan Village, DepEd Compound, Cainta, Rizal;
  - e) 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:

<sup>1</sup> Annex "A". Sample filled-out CNP Form for Travel Abroad.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)





Certificate No. PHP QMS  
22 93 0085



"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.

3. The above-mentioned guidelines shall take effect on **May 19, 2025**.
4. This Regional Office through the Legal Unit shall only issue a Certificate of No Pending Case upon compliance with the guidelines set herein.
5. Other provisions of the above-mentioned Regional Memoranda remain unchanged.
6. Immediate and wide dissemination of this memorandum is earnestly desired.
7. For further coordination you may contact the Legal Unit of this Office at (02) 8682-2114 local 412 or through email at [legal.calabarzon@deped.gov.ph](mailto:legal.calabarzon@deped.gov.ph).

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This Office certifies, as of this date that:

JOHN WINSTON                      HOPE                      LOVE  
\_\_\_\_\_  
(FIRST NAME)                      (MIDDLE NAME)                      (FAMILY NAME)  
HEAD TEACHER I  
\_\_\_\_\_  
(POSITION)  
KARANGALAN ELEMENTARY SCHOOL  
\_\_\_\_\_  
(SCHOOL)  
RIZAL  
\_\_\_\_\_  
(CITY/SCHOOLS DIVISION OFFICE)

- ☐ has no pending case
- ☐ has no pending case but under investigation (\_\_\_\_\_)
- ☐ has pending case docketed as \_\_\_\_\_.

This Certification is issued pursuant to the disciplinary jurisdiction of the Office of the Regional Director over teaching and teaching-related personnel in DepEd CALABARZON as laid down in R.A No. 4670 or the Magna Carta for Public School Teachers and the same may be used for the purpose of **RETIREMENT**.

This Certificate is valid for a period of 60 days from date of issue.

Issued this \_\_\_\_\_ at Cainta, Rizal, Philippines.

**MARIANNE A. DILAG**  
*Attorney III*

*\*Not valid if with erasures or alterations.*

*\*Not valid if there is no initial from processor and without dry seal.*

*\*This certificate may be subject to verification or amendment, when circumstances warrant.*



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



RO-ORD-F015

Doc. Ref. Code RO-ORD-F015 Rev 01



Certificate No. PHP  
QMS  
22 93 0085



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

Annex "A"

## CERTIFICATION

### TO WHOM IT MAY CONCERN:

This Office certifies, as of this date that:

JOHN WINSTON

HOPE

LOVE

(FIRST NAME)

(MIDDLE NAME)

(FAMILY NAME)

HEAD TEACHER I

(POSITION)

KARANGALAN ELEMENTARY SCHOOL

(SCHOOL)

RIZAL

(CITY/SCHOOLS DIVISION OFFICE)

- ☐ has no pending case
- ☐ has no pending case but under investigation (\_\_\_\_\_)
- ☐ has pending case docketed as \_\_\_\_\_.

This Certification is issued pursuant to the disciplinary jurisdiction of the Office of the Regional Director over teaching and teaching-related personnel in DepEd CALABARZON as laid down in R.A No. 4670 or the Magna Carta for Public School Teachers and the same may be used for the purpose of **PERSONAL TRAVEL TO BEIJING, CHINA ON JUNE 1 – 5, 2025.**

This Certificate is valid for a period of 60 days from date of issue.

Issued this \_\_\_\_\_ at Cainta, Rizal, Philippines.

**MARIANNE A. DILAG**

*Attorney III*

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*\*Not valid if there is no initial from processor and without dry seal.*

*\*This certificate may be subject to verification or amendment, when circumstances warrant.*



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Website: depedcalabarzon.ph



RO-ORD-F015



Certificate No. PHP  
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22 93 0085