



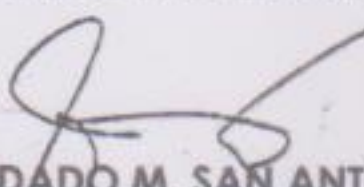
Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



Rm-706

DEPED-4A-RM-01C-18- 282

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: **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**

DATE : May 18, 2018

1. This Office issued *DepEd-4A-RM01-18-269*, mandating that all certifications pertaining to the pendency of administrative cases against teaching and teaching-related personnel in the regional office must be secured from the Legal Unit of the Regional Office only.
2. In order not to disrupt fast and efficient public service, the following guidelines shall be followed:
 - a. The Attorney III/Legal Coordinator of the Legal Unit of large and medium schools division offices or the Administrative Officer V of small schools division offices are hereby authorized to sign certificates of pending/no pending cases necessary in securing GSIS loan, school bond and other transactions **not** related to retirement, travel abroad, scholarships, awards and recognition.



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- b. Certificates of no pending/pending cases relative to retirement, travel abroad, scholarships, awards and recognition shall be secured from the Legal Unit of the Regional Office.
3. All Attorney III and Legal Coordinators of the different schools division offices are hereby required to coordinate with the Legal Unit of the Regional Office for the online sharing of master list of personnel with pending administrative cases or under investigation but without formal charge yet.
4. All Attorney III and Legal Coordinators are hereby required to maintain the confidentiality of the master list and restrict access thereto to at least two personnel only.
5. All certifications to be issued shall state that the name of the personnel and whether the personnel has no pending case, with pending administrative case or with ongoing investigation but no formal charge yet. Also, the certificate must state whether the schools division office is aware of any pending investigation or ongoing investigation before other government agencies.
6. All other provisions of *DepEd-4A-RM01-18-269* which are not inconsistent with this memorandum remain effective.
7. The Legal Unit of the Regional Office shall monitor the implementation of this Memorandum.
8. Strict compliance is hereby enjoined.