



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

TO : Officer-In-Charge Assistant Schools Division Superintendent,
Chief Curriculum Implementation Division,
Officer-In-Charge Chief School Governance
and Operations Division,
Education Program Supervisors,
District Supervisors, Division Unit Heads
Elementary and Secondary School Principals, Head Teachers,
Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **CERTIFICATES OF NO PENDING/PENDING
CASE OVER TEACHING AND
TEACHING-RELATED PERSONNEL
IN THE SCHOOL DIVISION OFFICE
AND PERSONNEL OF THE REGIONAL OFFICE**

DATE : May 22, 2018

Please find the attached DEPED-4A-RM01C-18-269 RE: Certificates of No Pending/Pending Case over Teaching and Teaching-related Personnel in the Schools Division Office and Personnel of the Regional Office.

Widest dissemination is enjoined.

Um - 215 s. 2018

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
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DEPED-4A-RM01C-18- 269

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

3149

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT: **CERTIFICATES OF NO PENDING/PENDING CASE OVER
TEACHING AND TEACHING-RELATED PERSONNEL IN THE
SCHOOLS DIVISION OFFICE AND PERSONNEL OF THE
REGIONAL OFFICE**

DATE : _____

1. Section 1 of DepEd Order No. 49, Series of 2006, entitled, Revised Rules of Procedure of the Department of Education in Administrative Cases provides that the Regional Director is the disciplining authority over teaching and teaching-related personnel in the region and personnel in the regional office.
2. The Legal Unit is the office in the Regional Office which is tasked to investigate complaints against teaching and teaching-related personnel in the region and personnel in the regional office and to draft resolutions after the investigations.
3. There were several instances when investigations as well as implementations of decisions on administrative cases were hampered because personnel being investigated during fact-finding investigation or the respondent during the formal investigation have already retired or resigned successfully without securing the needed certificate from the Legal Unit of the Regional Office.



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4. In view thereof, all certifications pertaining to the pendency of administrative cases against teaching and teaching-related personnel in the region and personnel in the regional office shall be secured from the Legal Unit of the Regional Office only.
5. The Legal Unit of the Regional Office shall monitor the implementation of this Memorandum.
6. Strict compliance is hereby enjoined.