



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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September 9, 2022


**DIVISION MEMORANDUM**

No. 321, s. 2022

**REITERATION OF REGIONAL MEMORANDUM NO. 518, S. 2022 ON  
THE REQUEST FOR CERTIFICATION OF NO PENDING CASE**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 678 s. 2022** titled “**Reiteration of Regional Memorandum No. 518, s. 2022 on the Request for Certification of no Pending Case**”.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*osds/admin*

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

CERTIFICATION                      RETIREMENT                      TRANSFER                      TRAVEL                      PROMOTION

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Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 678 s. 2022

SEP 06 2022

To: Schools Division Superintendents  
Human Resource Management Officers (HRMO)  
All Others Concerned

**REITERATION OF REGIONAL MEMORANDUM NO. 518, S. 2022  
ON THE REQUEST FOR CERTIFICATION OF  
NO PENDING ADMINISTRATIVE CASE**

1. This Office issued Regional Memorandum No. 518, s. 2022 dated July 13, 2022 entitled **Request for Certification of No Pending Case**.
2. Non-adherence to the said Memorandum, however, has been observed; hence, this Memorandum.
3. Henceforth, requests for certification of no pending administrative case that do not conform with Regional Memorandum No. 518, s. 2022 shall not be given due course by this Office.
4. Attached is the subject Memorandum for reference of all concerned.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: Regional Memorandum  
No. 518, s. 2022 dated July 13, 2022

To be indicated in the Perpetual Index  
under the following subjects:

CERTIFICATION    RETIREMENT    TRANSFER    TRAVEL    PROMOTION

LU/MRP/eac  
MISC-2022-205







Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 578 s. 2022

JUL 13 2022

To: Schools Division Superintendents  
Personnel-in-Charge  
All Others Concerned

**REQUEST FOR CERTIFICATION OF  
NO PENDING ADMINISTRATIVE CASE**

1. For all personnel actions requiring certification of no pending administrative case from Legal Unit (e.g., retirement, transfer, travel abroad), the Division Office must submit the duly accomplished and legible request form with Data Sharing Consent.
2. No action shall be taken on requests with incomplete entries.
3. Attached is the required form to be accomplished by the applicant.
4. Further, request for the subject certification in relation to retirement should be submitted at least sixty (60) days before the effective date of retirement.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Inclusion: as stated.

To be indicated in the **Perpetual Index**  
under the following subjects:

CERTIFICATION

RETIREMENT

TRANSFER

TRAVEL

LU/MRP/eac  
MISC-2022-151



Address: Duran Street, Iloilo City, 5000  
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Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)

Legal Unit Priority Number:

Nature of Transaction (Please check appropriate spaces.)

\_\_\_\_\_ REQUEST FOR CORRECTION OF SCHOOL RECORDS

\_\_\_\_\_ REQUEST FOR CERTIFICATION AS TO ADMINISTRATIVE COMPLAINT/CASE

To be accomplished by the Legal Unit personnel:

Date: \_\_\_\_\_  
Start: \_\_\_\_\_  
End: \_\_\_\_\_

The said Certification is to be used for (Please check appropriate box.)

- Retirement
- Survivorship benefit
- Travel abroad
- Loan application.
- Transfer
- Others (please specify) \_\_\_\_\_

**To be accomplished before any personal data is disclosed.**

**I hereby certify that:** (a) I have read the Data Privacy Notice of the Legal Unit; (b) I am voluntarily giving the data requested below; (c) consent is given for the use of the above data in the processing of my above request; (d.) I fully understand that the data to be given will be made available to the GISIS office in case of retirement or claim for survivorship benefits, or to the concerned school and Schools Division Office in case of correction of school records, and to other applicable offices or agencies in relation to my transaction.

For correction of school records: (a) I am voluntarily giving copies of my Certificate of Live Birth and other pertinent documents; (b) I agree to have said copies retained in the files of the Legal Unit and the Records Section, as well as the concerned school(s) and Division Office; (c) I understand that these documents are necessary for the processing of my requested change of data.

**Name of informant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** In case the informant is not the student or the student's parents (for correction of school records), or is not the applicant for the above-indicated personnel action (for issuance of Certification), or is not the designated Liaison Officer, said informant must be duly authorized through a Special Power of Attorney.

**To be accomplished in relation to requests for Certification as to administrative complaints/cases.**

Name of DepEd personnel: \_\_\_\_\_ Sex: \_\_\_\_\_

For married female personnel, please indicate maiden last name: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Position: \_\_\_\_\_ Station/School: \_\_\_\_\_

Schools District: \_\_\_\_\_ Schools Division: \_\_\_\_\_

<p><b>FOR RETIREMENT:</b></p> <p>Effective date of retirement: _____</p>	<p><b>FOR SURVIVORSHIP BENEFITS:</b></p> <p>Date of death: _____</p> <p>Name of surviving spouse/heir and relationship to the deceased): _____</p>
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<p><b>FOR LEAVE TO TRAVEL ABROAD:</b></p> <p><input type="checkbox"/> Personal    <input type="checkbox"/> Official</p> <p>Dates of travel: _____</p> <p>Destination: _____</p>	<p><b>FOR TRANSFER:</b></p> <p>Effective date of transfer: _____</p> <p>New station: _____</p>
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**To be accomplished in relation to requests for correction of data in permanent school records.**

Name of student: \_\_\_\_\_ Sex: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ Email address: \_\_\_\_\_