Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 31, 2026

DIVISION MEMORANDUM
No. 230, s. 2026

DISSEMINATION OF RM NO. 083, s. 2026 TITLED PROTOCOL ON FOLLOW-UP OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE FOR TRAVEL ABROAD APPLICATIONS

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached is **Regional Memorandum No. 083, S. 2026 titled "Protocol on Follow-Up of Certificate of No Pending Administrative Case for Travel Abroad Applications"**, which is self-explanatory.

2. For information, dissemination, and guidance of all concerned.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DEPARTMENT OF EDUCATION
REGIONAL OFFICE NO. III
MAR 31 2026

REGIONAL MEMORANDUM
No. 083, s. 2026

PROTOCOL ON FOLLOW-UP OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE FOR TRAVEL ABROAD APPLICATIONS

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Public Elementary and High Schools
All Others Concerned

1. This memorandum is being issued to establish the proper procedure for follow-ups regarding requests for issuance of Certificate of No Pending Administrative Case in relation to applications for travel abroad.

2. All follow-ups concerning the status of requests for the issuance of the said Certificates **shall be strictly coursed through the designated Liaison Officers of the Schools Division Offices.**

3. For a streamlined and organized communication process, only follow-ups coursed through Liaison Officers shall be allowed. This is to avoid multiple inquiries from different individuals regarding the same request, which may result to breach of confidentiality and delay in the processing of applications.

4. For information and strict compliance.

TOLENTINO G. AQUINO
Regional Director

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