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

May 20, 2026

DIVISION MEMORANDUM
No. 298, s. 2026

DISSEMINATION OF RM NO. 153, s. 2026 (PROCESS ON THE ELECTRONIC REQUEST AND ISSUANCE OF CERTIFICATION AS TO PENDENCY OR NON-PENDENCY OF AN ADMINISTRATIVE CASE) AND RM NO. 154, S. 2026 (AMENDMENT TO RM NO. 149, S. 2026 (REVISED PROCEDURE IN THE PROCESSING OF REQUEST FOR PERSONAL FOREIGN TRAVEL AUTHORITY)

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 are **Regional Memorandum No. 153, s. 2026** titled *"Process on the Electronic Request and Issuance of Certification as to Pendency or Non-Pendency of an Administrative Case"* and **Regional Memorandum No. 154, s. 2026** titled *"Amendment to RM No. 149, s. 2026 (Revised Procedure in the Processing of Request for Personal Foreign Travel Authority)"*, which are hereby disseminated for information, guidance, and strict compliance of all concerned.

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

AOAS/05-030-2026

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

DEPARTMENT OF EDUCATION
MAY 19 2026

REGIONAL MEMORANDUM
No. 153, s. 2026

PROCESS ON THE ELECTRONIC REQUEST AND ISSUANCE OF CERTIFICATION AS TO PENDENCY OR NON-PENDENCY OF AN ADMINISTRATIVE CASE

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Schools District Supervisors
Teaching and Teaching-Related Personnel
Regional Office Personnel
All Others Concerned

1. In line with the provisions of the DepEd Citizens' Charter 2026 (1st Edition) relative to the "Request for Certification as to the Pendency or Non-Pendency of an Administrative Case," this memorandum is hereby issued to govern the process of electronic filing and processing of requests before the Regional Legal Unit.

2. Under the DepEd Citizen's Charter 2026, only teaching, teaching-related, and Regional Office personnel requesting Certification for their own official purpose may avail themselves of the process.

3. The request for issuance of the said Certification shall be submitted by the applicant using his/her official DepEd email account. **Requests submitted through personal email accounts, private email addresses, or through another person acting on behalf of the requesting employee shall not be entertained.**

4. The requesting employee must personally prepare and transmit the request through electronic mail to the official email addresses of the DepEd Regional Office III and Regional Legal Unit: region3@deped.gov.ph and legal.ro3@deped.gov.ph

5. The subject of the electronic mail shall strictly follow the format below:

REQUEST FOR CERTIFICATION OF PENDENCY/NON-PENDENCY OF ADMINISTRATIVE CASE – [FULL NAME OF EMPLOYEE: LAST NAME, FIRST NAME, MIDDLE NAME]

6. In accordance with the requirements under the DepEd Citizens' Charter 2026, the requesting employee shall submit through email the following documentary requirement:

a. One (1) scanned copy of a signed request letter for the issuance of a Certification as to the Pendency or Non-Pendency of an Administrative Case, specifically stating the purpose of the request.

7. The scanned copy of the duly issued Certification shall be transmitted exclusively by the official DepEd Region III email address directly to the official DepEd email account of the requesting employee upon availability for release.

8. Applicants are requested to take note that requests with incomplete information and documentary requirements, failure to use the official DepEd email account of the requesting employee, or non-compliance with the procedures prescribed herein shall not be processed until full compliance has been made.

9. For dissemination and compliance of all concerned.

TOLENTINO G. AQUINO
Regional Director

LO1/

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

MAY 19 2026

REGIONAL MEMORANDUM
No. 154 s. 2026

AMENDMENT TO RM NO. 149, S. 2026 (REVISED PROCEDURE IN THE PROCESSING OF REQUEST FOR PERSONAL FOREIGN TRAVEL AUTHORITY)

To : Assistant Regional Director
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
Human Resource Management Officers
All Others Concerned

1. To further streamline the processing of requests for personal foreign travel authority, **for foreign travel with a duration of less than one month, the submission of a Certification that the applicant has no existing Provident Fund loan shall no longer be required**.

2. All other provisions of Regional Memorandum No. 149, s. 2026 shall remain in effect.

3. Widest dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Regional Director

References:
1. DepEd Citizens Charter 2026 1st Edition
2. Memorandum DM-OUHRODI-2026-1133 (Reminders on Updating the Field Offices and Schools' Citizens Charter in Alignment with the DepEd Citizens Charter 2026 Edition)
3. Regional Memorandum No. 149, s. 2026

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

CITIZEN'S CHARTER
GUIDELINES
POLICIES AND PROCEDURES
TRAVEL AUTHORITY

/AO1
May 14, 2026

Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: https://region3.deped.gov.ph

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

MAY 18 2026

REGIONAL MEMORANDUM
No. 149 s. 2026

REVISED PROCEDURE IN THE PROCESSING OF REQUEST FOR PERSONAL FOREIGN TRAVEL AUTHORITY

To : Assistant Regional Director
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
Human Resource Management Officers
All Others Concerned

1. Aligned with the release of the Department of Education (DepEd) Citizens Charter 2026 1st Edition, the processing of request for personal foreign travel authority shall be revised, particularly in securing the Certificate of No Pending Administrative Case for teachers and teaching-related personnel.

2. Teachers and related-teaching personnel who intend to avail of personal foreign travel shall secure first the Certificate of No Pending Administrative Case from the Regional Office Legal Unit prior to the submission of request for travel authority to the Regional Office.

3. The Certificate of No Pending Administrative Case shall have a validity period of six (6) months from date of issuance, unless sooner revoked by the Regional Director, as the disciplining authority.

4. The request for foreign personal travel authority shall be submitted to the Regional Office with the complete supporting documents as stated in DepEd Order No. 043, s. 2022, to wit:

a. Endorsement from the Schools Division Superintendent;
b. Letter Request;
c. CSC Form 6 (Leave Form);
d. CSC Form 7 (Office Clearance);
e. Certificate of No Pending Administrative Case;
f. Duly accomplished Travel Authority Form;

g. Written manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office;
h. For Division Chief or higher, a Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office;
i. Certification that the applicant has no existing Provident Fund loan, or a Promisory Note conformed by the guarantor/co-maker;
j. Medical Certificate (for sick leave of absence).

5. It is reminded that all travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least 10 days before the departure date and released by his/her office at least five (5) days before said date.

6. A copy of the DepEd Citizens Charter 2026 1st Edition is available at the DepEd website: www.deped.gov.ph.

7. This revised procedure shall take effect on June 1, 2026.

8. Widest dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Regional Director

References:
1. DepEd Citizens Charter 2026 1st Edition
2. Memorandum DM-OUHRODI-2026-1133 (Reminders on Updating the Field Offices and Schools' Citizens Charter in Alignment with the DepEd Citizens Charter 2026 Edition)

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

CITIZEN'S CHARTER
GUIDELINES
POLICIES AND PROCEDURES
TRAVEL AUTHORITY

/AO1
May 6, 2026