August 10, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Public School Principals
Unit Heads
All Concerned

REVISION ON THE ONLINE PROCESSING OF ADMINISTRATIVE CLEARANCE
COMMENCING AUGUST 10, 2020

In view of the issuance of the DepEd-NCR Advisory re: How to Get a Certificate of No Pending Case Beginning August 10, 2020, online requests for certificate of no pending case (administrative clearance) shall be acted upon in the following manner:

1. For Teaching and Teaching-Related Personnel, the requestor shall fill-out all the entries in https://bit.ly/31flVM6 or via the given QR code (may need to download QR scanner application). Action thereto shall be within 4-7 working days, depending on internet downtimes.

2. For Non-Teaching Personnel, all requests shall be directly acted upon by the Division Legal Unit within three (3) working days from receipt hereof.

For fuller information and guidance, procedural infographics for categories 1 and 2 above are hereby attached.

Immediate dissemination of this memorandum is desired.

SHERYLL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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ISSUANCE OF CERTIFICATE OF NO PENDING CASE / ADMINISTRATIVE CLEARANCE FOR NON-TEACHING PERSONNEL

PROVIDE THE FOLLOWING DETAILS

- **SUBJECT**: Request for Administrative Clearance
- **FULL NAME**: First Name, Middle Name, Last Name
- **SCHOOL**: If personnel is assigned in school
- **UNIT/DIVISION**: If personnel is assigned in SDO
- **POSITION**
- **PURPOSE**

SEND YOUR REQUEST ONLINE

Using your DepEd email address, send your request to legal.marikina@deped.gov.ph

**NOTE**: Walk-in or Face-to-Face processing shall not be allowed until NCR shifts to MGCQ.

WAIT...

The Division Legal Unit shall act upon the request within three (3) working days from receipt.

DONE!

Requestor will receive a certification with electronic signature in PDF format for printing or use of the requestor.

If the request is denied, the full details of the denial shall be disclosed to the requestor.
ADVISORY: HOW TO GET A CERTIFICATE OF NO PENDING CASE BEGINNING AUGUST 10 2020

1. Visit this link: https://bit.ly/31fIWM6 or scan the QR Code

2. Log-in using your DepEd Email Account

3. Fill-up all the entries

4. Submit your request

Certificate shall be emailed to you within 4-7 working days, depending on internet downtimes.

Over-the-Counter (OTC) processing is NOT ALLOWED

"Due to numerous messages, requesting of Certificate of No Pending Case through the DEPED NCR Legal Office email address shall NO LONGER BE ALLOWED"