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 OF DIVISION ADVISORY RE: ONLINE PROCESSING OF ADMINISTRATIVE CLEARANCE

In view of the shift of status of the National Capital Region (NCR) into General Community Quarantine (GCQ) and the recent issuance of Regional Memorandum dated June 1, 2020 entitled “Issuance of Certain Certifications and other Documents”, online requests for administrative clearance shall be acted upon in the following manner:

1. For teaching and teaching-related personnel, all requests shall be consolidated by the Division Legal Unit every three (3) working days and shall be forwarded to the Regional Office for appropriate action as disciplining authority;

2. For non-teaching personnel, all requests shall be directly acted upon by the Division Legal Unit within three (3) working days from receipt thereof.

For fuller information and guidance, a procedural infographic is hereby attached.

Immediate dissemination of this Memorandum is desired.

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

June 11, 2020
ISSUANCE OF CERTIFICATE OF NO PENDING 
CASE/ ADMINISTRATIVE CLEARANCE FOR 
TEACHING AND TEACHING-RELATED 
PERSONNEL

Who May Avail this Service?

TEACHING PERSONNEL: Teachers I to III, Master Teachers and Head Teachers

TEACHING-RELATED PERSONNEL: Principals, Education Program Specialists, Education Program Supervisors (EPS), Public School District Supervisors and Chief EPS

Using DepEd email address, send request directly to the Division Legal Unit via legal.marikina@deped.gov.ph stating the following details:

- SUBJECT: Request for Administrative Clearance
- FULL NAME (First Name, Middle Name, Last Name)
- POSITION
- SCHOOL (if personnel is assigned at the school; leave this blank if the personnel is assigned at the SDO)
- PURPOSE

The Division Legal Unit will consolidate all requests received and shall forward them to the Regional Legal Unit every three (3) working days.

Regional Legal Unit will transmit the corresponding certifications after three (3) to five (5) working days, depending on internet out-times.

Upon receipt of the certification(s), the Division Legal Unit will forward the issued certificate(s) to the requestors. If the request is denied by the Regional Legal Unit, the full details of denial shall be forwarded to the requestor.

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

Who May Avail this Service?

- School/Division Office Non-Teaching Personnel

Using DepEd email address, send request directly to the Division Legal Unit via legal.marikina@deped.gov.ph stating the following details:

- SUBJECT: Request for Administrative Clearance
- FULL NAME (First Name, Middle Name, Last Name)
- POSITION
- SCHOOL (if personnel is assigned at the school; indicate the Unit/Division if the personnel is assigned at the SDO)
- PURPOSE

Division Legal Unit shall act upon the receipt of email request within three (3) working days whereby a clearance in PDF format with electronic signature will be attached, for printing or use of the requestor. If the request is denied, the full details of denial shall be forwarded to the requestor.