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

REGIONAL MEMORANDUM DATED JUNE 1, 2020 RE: ISSUANCE OF CERTAIN CERTIFICATIONS AND OTHER DOCUMENTS

Please be informed that the Department of Education-National Capital Region issued Regional Memorandum No. 158, s. 2020 re: Issuance of Certain Certifications and Other Documents, contents of which are self-explanatory.

Attached herewith is the full text of the said memorandum for information and guidance.

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 9, 2020
REGIONAL MEMORANDUM
No. NCR-159, s. 2020

TO: SCHOOLS DIVISION SUPERINTENDENTS
   HEADS, PUBLIC SCHOOLS

FROM: MALCOLM S. GARMA
       Director IV

SUBJECT: ISSUANCE OF CERTAIN CERTIFICATIONS & OTHER DOCUMENTS

DATE: June 1, 2020

1. To streamline processes and as preventive measure against the spread of and infection from the pandemic covid 19 disease, the following certifications shall be applied and issued online or through email:
   a) Certification of Last Payment of Salary
   b) Certification on remittance of contributions/premiums
   c) Request for stoppage of deduction
   d) Provident Fund clearance
   e) Certification of Pending or No pending Administrative Case

2. To prevent spurious request, application may be done through the Division offices (Administrative Section / Legal Unit). Attached are the processes flow with the link.

3. Application through email shall be forwarded to the following email addresses:
   - Legal Unit: legal.ncr@deped.gov.ph
   - RPSU: rpsuncr-frontline@deped.gov.ph

4. The requested documents shall be sent through the email provided by the requesting Division/party.

5. For information and guidance.
HOW TO AVOID DEPED-NCR REGIONAL LEGAL SERVICES DURING QUARANTINE PERIOD?

TEACHERS & TEACHING-RELATED PERSONNEL

REQUESTS

CERTIFICATE OF NO PENDING CASE
Em ail these using your DepEd Email Address
1. First Name, Middle Initial and Family Name
2. Position
3. School Name for Teaching Personnel
   Division for Division Teaching Related Personnel
4. Schools Division Office

COMPLAINT OR CASE STATUS
Em ail these using your DepEd Email Address
1. Tracking or Docket Number of Complaint/Case
2. Case/Complaint Title
3. Last known proceeding

ADVISE ON PROCESSES
Em ail these using your DepEd Email Address
1. Full name of requesting party
2. Short narrative of facts
3. Query

NOTE: We can only provide guidance on what legal process to undertake and not to provide judgement if a personnel has committed an offense.

EMAIL REQUEST TO
legal.ncr@cedped.gov.ph

DELIVERABLES
Deliverables shall be emailed back within 3 - 5 business days depending on internet out-times

OTHER CLIENTS
(Private Schools, Parents, and other stakeholders)

REQUESTS

SEC INDOREMENT
CORRECTION OF SCHOOL CREDENTIALS
Personal or courier delivery of requirements to the Regional Records Unit. Please indicate email address.

PERSONAL OR COURIER DELIVERY
Fill-up Order of Payment and Pay Appeal fee with Regional Cashier and file the Appeal with Regional Records Unit

COMPLAINTS, MOTIONS AND OTHER PLEADINGS
Personal or Courier delivery to Regional Records Unit. Indicate email address.

APPEALS

CHECK YOUR EMAIL

SEND REQUESTS TO
legal.ncr@cedped.gov.ph

SAFETY HEALTH PROTOCOLS

Stay at home when you are sick
Always wear your face mask
Maintain social distance
Avoid touching anything, disinfect your hands if unavoidable
Avoid touching your face

Please read DepEd's Privacy Notice at: www.deped.gov.ph/about-deped/data-privacy-notice/ before availing online services.