



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

10 SEP 2026

DIVISION MEMORANDUM

No. 753, s.2026

**REQUEST FOR THE ISSUANCE OF CERTIFICATE OF NO PENDING
 ADMINISTRATIVE CASE FOR SCHOOL OFFICIALS OF PRIVATE BASIC
 EDUCATION INSTITUTIONS (PBEIS)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD)
 Private Schools Heads/Administrators
 All Others Concerned

1. Department of Education Regional Office 01 issued a Regional Memorandum No. 1158 on the **Request for the Issuance of Certificate of No Pending Administrative Case for School Officials of Private Basic Education Institutions (PBEIs)**.
2. In particular, request for issuance of such certification **shall no longer be coursed through or issued by the Regional Office or Schools Division Office** considering that the issuance of such certification is **outside its present responsibility and jurisdiction**.
3. The said certification establishing absence of a pending administrative cases may be secured through the appropriate agency, office, or institution vested by law with jurisdiction over the school official or over the concerned matter, such as but not limited to:
 - a. Regional Trial Court;
 - b. Metropolitan Trial Court;
 - c. Municipal Trial Court; or
 - d. Any other court or competent government agency/office having appropriate jurisdiction over the concerned case or matter.
4. For strict compliance and immediate dissemination.

VILMA D. EDA, CESO V
 Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1158 s. 2026

U09-628 E 1158

To: Schools Division Superintendents
School Heads/Administrators of Private Basic Education Institutions
All Others Concerned

**REQUEST FOR THE ISSUANCE OF CERTIFICATE OF NO PENDING
ADMINISTRATIVE CASE FOR SCHOOL OFFICIALS OF
PRIVATE BASIC EDUCATION INSTITUTIONS (PBEIs)**

1. This pertains to the request for the issuance of Certificate of No Pending Administrative Case for school officials, particularly those submitting documentary requirements in connection with the application for Government Recognition of Private Basic Education Institutions (PBEIs) offering Senior High School Program.
2. In particular, requests for the issuance of such certification shall no longer be coursed through or issued by this Office considering that the issuance of such certification is outside its present responsibility and jurisdiction.
3. For purposes of establishing the absence of a pending administrative case, the concerned PBEI or school official may secure the appropriate certification from the proper agency, office, or institution vested by law with jurisdiction over the concerned matter or school official, as may be applicable. These may include, but are not limited to the following:
 - a. Regional Trial Court (RTC);
 - b. Metropolitan Trial Court (MTC);
 - c. Municipal Trial Court (MTC); or
 - d. Any other court or competent government agency/office having appropriate jurisdiction over the concerned case or matter.
4. The PBEIs are therefore advised to coordinate directly with the appropriate court, government agency, office, or institution concerned with the issuance of the necessary certification, when such certification is required by the receiving agency.
5. Please be guided accordingly.



QAD261695

For the Regional Director:

RHODA T. RAZON
Assistant Regional Director

QAD/fad/RM_IssuanceOfNoPendingAdminCaseDorPEIs
September 8, 2026