



2609-1026
Admin

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

Office of the Schools Division Superintendent

12 SEP 2026

DIVISION MEMORANDUM
No. 790, s. 2026

**DISSEMINATION OF OULLA-2026-2707 - THE IMPLEMENTATION OF THE
ONLINE REQUEST PLATFORM FOR CERTIFICATES OF NO PENDING
ADMINISTRATIVE CASE AND CLEARANCES
THROUGH cnpc.co@deped.gov.ph**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Section Heads/Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This office disseminates the **Memorandum OULLA-2026-2707, titled "Implementation of the Online Request Platform for Certificates of No Pending Administrative Case and Clearances Through cnpc.co@deped.gov.ph,"** issued by the Office of the Undersecretary for Legal and Legislative Affairs, for the information and guidance of all concerned.
2. This Memorandum provides for the implementation of an **Online Request Platform** to streamline the submission and processing of requests of All Presidential Appointees, Third-Level Officials, and Central Office personnel of the Department of Education.
3. Requests shall be submitted through the **Online Request Form using the QR Code or link** provided in the attached Memorandum. However, clients may still submit physical documents in support of their request.
4. Processing shall be completed within three (3) working days for walk-in requests and five (5) working days for requests filed through electronic mail, in accordance with the 2026 DepEd Citizen's Charter.
5. Immediate dissemination of and compliance with this Memorandum is directed.

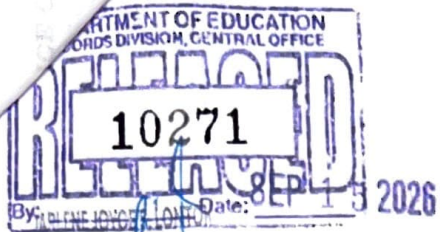


[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-2707

Wag. NW E 1601

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DEPED CENTRAL OFFICE-BASED PERSONNEL
ALL OTHERS CONCERNED

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

SUBJECT : **IMPLEMENTATION OF THE ONLINE REQUEST PLATFORM FOR CERTIFICATES OF NO PENDING ADMINISTRATIVE CASE AND CLEARANCES THROUGH cnpc.co@depd.gov.ph**

DATE : SEP 14 2026

This refers to the issuance of Certificates of No Pending Administrative Case and Clearances for all Presidential Appointees, Third-Level Officials, and Central Office personnel of the Department of Education.

In line with the commitment of the Office of the Undersecretary for Legal and Legislative Affairs to streamline its processes and provide its clients with enhanced services, all application or request for the issuance for such certificates and clearances shall be submitted through the **Online Request Form**. However, clients may still submit physical documents in support of their requests.

The issuance of the certificate or clearance shall be completed within **three (3) working days for requests** filed by walk-in Clients and **five (5) working days** for requests filed via electronic mail, in accordance with the 2026 DepEd Citizen's Charter. Accordingly, all certificates and clearances shall be claimed at the Legal Service – Investigation Division, 3rd Floor Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City.

Clients may access the Online Request Form through the QR Code and link provided below:



http://bit.ly/CNPC_CO

To facilitate the prompt processing of your concern, kindly use the following format:

Subject Line Formal: [Name of Client] – [Purpose]

e.g. Juan Dela F. Cruz – Official Travel Abroad

For inquiries or requests, please contact the *Legal Service-Investigation Division* at **cnpc.co@deped.gov.ph**.

This Memorandum shall take effective immediately.



Received: Michael Jose

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Date & Time: 2026-09-15 15:32:14

