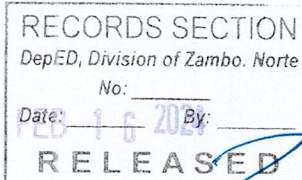




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 14, 2024

Division Memorandum

No. 105, s. 2024

**USE OF ONLINE REQUESTS FOR CERTIFICATION OF NO PENDING  
ADMINISTRATIVE CASE**

To: Public Schools District Supervisors  
School Heads  
Administrative Officers II  
Teaching and Non-Teaching Positions  
All Others Concerned

1. Relative to the CSC-RRACCS, Ease of Doing Business Act relative to prompt response within the prescribed period, and to the Division Reform Agenda, "Maximization and Optimization of Resources" under PREMIER's "Maximizing the Use of Resources Effectively and Efficiently", this division issues this Memorandum to utilize the online platform relevant to the Request for Issuance of Certification of No Pending Case in the Department of Education SDO-Zamboanga del Norte;
2. This policy specifically aims to (1) ensure real-time receipt of the request in the comfort of your home or office through your mobile phone or laptop devices; (2) reduce the opportunity for fraudulent use, eliminate the forging of fake certificates, and improve robustness in the process of the certification; and (3) enable the division office to respond and/or take action for the approval and issuance of the request within the prescribed period;
3. All teaching and non-teaching positions must submit their intent to request certification of no pending case by accessing the link <https://tinyurl.com/cert-no-case>. The link shall also be posted and shared via the official website of the SDO Zamboanga del Norte and other online platforms;
4. The requestor is advised to fill in the details accurately to reflect the correct information on your certificate. Once approved, the certificate will be sent to the requestor's registered email address **within 24 to 48 hours** in PDF format so you may print it on A4 size paper. The requestor is also advised to check the inbox as well as the spam folder of your email;
5. This issuance shall take effect immediately after its publication;
6. For your information, guidance, and dissemination.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

Legal Unit /RPJ/Division Memo/0002/February 14, 2024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte