



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office of Caloocan City
BAGONG SILANG ELEMENTARY SCHOOL (4TH AVENUE)
158 MA. CLARA STREET, 4TH AVENUE, CALOOCAN CITY

TEMPLATE FOR CITIZEN'S CHARTER & STREAMLINING
Legal Unit
INTERNAL SERVICES

1. Issuance of Certificate of No Pending Case

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

Office or Division:		Legal Services Unit			
Classification:		Simple			
Type of Transaction:		Government to Government (G2G)			
Who may avail:		Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Government issued ID		Requesting Entity			
2. Division Clearance					
3. Authorization letter					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list of formally charged employees	None	5 minutes	Legal Officer / Legal Assistant	
2. Log at the log sheet provided if issued a certification	2.1 If employee does not have a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee that he/she will be cleared after case has been resolved or sanction has been completed	None	5 minutes		
3. Receive action document/s.	3.1 Release action document / Sign Division Clearance	None	5 minutes		
TOTAL		None	15 minutes		