



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 426, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. **OULLA-2026-2707**, with a subject, **Implementation of the Online Request Platform for Certificates of No Pending Administrative Case and Clearance through cnpc.co@deped.gov.ph**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


Atty. ERNESS FAITH J. REGACHO-ESPANTO
Attorney III
Officer-in-Charge

Enclosure: As stated.
References: As stated.
To be indicated in the Perpetual of Index
under the following subjects:

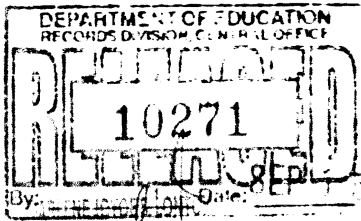
CAREER PROGRESSION

AMF/DM- IMPLEMENTATION OF THE ONLINE REQUEST PLATFORM FOR CERTIFICATES OF NO PENDING ADMINISTRATIVE CASE AND
CLEARANCES THROUGH cnpc@deped.gov.ph
426/September 16, 2026

NUM-2026-426



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deped-muntinlupa.com



RECORDS FILE

Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM

OULLA-2026- 2707

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@deped.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: [Signature]
Document Code: [Code]
Date & Time: 2020-09-10 10:32:14