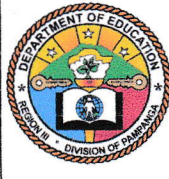
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity Date: 05-08-18
	<b>DIVISION MEMO. NO. 395, S. 2018</b>		Name of Office: <b>OSDS</b>

**TO** : Assistant Schools Division Superintendents,  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Cluster Chairpersons  
 Heads of Public Elementary and Secondary Schools  
 Others concerned

**FROM** : Office of the Schools Division Superintendent

**SUBJECT: ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE**

**DATE** : August 30, 2018

1. The Office has been receiving reports on the alleged irregularity in the use of the certificates of no pending case being issued by the Legal Services Unit.
2. In connection with this and pursuant to the provisions of **Republic Act No. 10173** or the **“Data Privacy Act of 2012”**, the Office hereby orders that such certificates shall be **PERSONALLY** secured by the parties concerned.
3. Any excusatory and justificatory defense shall be referred to the Legal Services Unit for their perusal.

**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Schools Division Superintendent 