



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

10 October, 2023

DIVISION MEMORANDUM

No. 526, s. 2023

DepEd, Division of Zamboanga Sibugay	
NO: <u>161620</u>	SECTION: <u>4.51</u>
BY: _____	DATE: <u>OCT 11 2023</u>
RELEASED	

**ONLINE APPLICATION FOR THE ISSUANCE OF
CERTIFICATE OF NO PENDING CASE (CNPC)**

To: OIC- Assistant Schools Division Superintendents
CID Chief
SGOD Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Personnel
This Division

1. Pursuant to Republic Act No. 11032 or the **“AN ACT PROMOTING EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 9485, OTHERWISE KNOWN AS THE ANTI-RED TAPE ACT OF 2007, AND FOR OTHER PURPOSES”** which includes among its objectives the streamlining of procedures for the issuance of local business licenses, clearances, permits, certifications, or authorizations in all government offices and agencies including, local government units (LGUs), government-owned or controlled corporations and other government instrumentalities, whether located in the Philippines or abroad; this Office hereby launch its online application for the issuance of Certificate of No Pending Case (CNPC).
2. This document is required for the following purposes:
 - a. Promotion
 - b. Renewal of Appointment
 - c. Renewal of Fidelity Bond
 - d. Swapping
 - e. Reappointment
 - f. Retirement
 - g. Transfer
 - h. Death Claim
 - g. Travel Abroad
 - h. Other Related Applications



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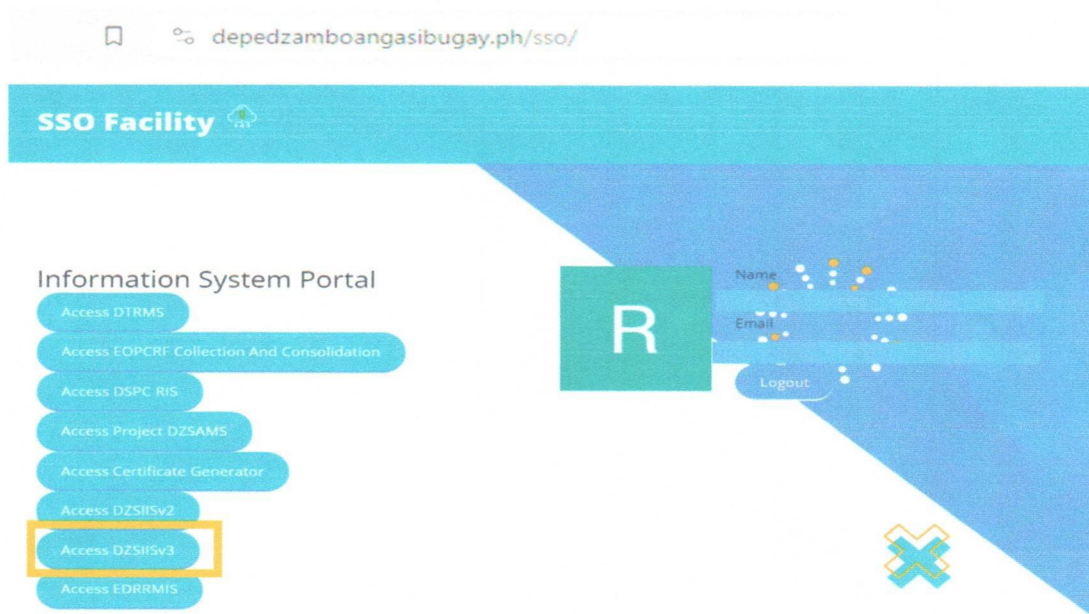


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3. To access and avail of this online feature in the Integrated Information System (IIS), all teaching, teaching-related, and non-teaching personnel are first directed to update their personnel profile in the IIS by accessing the DepEd Single Sign-On Facility (SSO) through depedzamboangasibugay.ph/sso.

4. Thereafter, employees who need a CNPC are instructed to follow this procedure:

Step 1: Access depedzamboangasibugay.ph/sso and click Access DZSIISv3



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Step 2: Scroll down and click **“Explore”** under the **“CERTIFICATE”** feature. Upon access, click **“GENERATE CERTIFICATE”**. Then, click the desired purpose. Finally, click **“PRINT”**.

The screenshot displays the DZSIIS (Department of Education - Zamboanga Sibugay Information System) interface. On the left is a dark sidebar with a menu. The 'CERTIFICATE' section is highlighted, and the 'Explore' option is selected, marked with a red box and the number 2. The main content area shows a user profile for 'MODILLAS, T II' and a list of offices. A 'LEGAL' section is visible, containing a 'GENERATE CERTIFICATE' button, which is highlighted with a red box and the number 3. Below this, a 'Please Select Print Type' modal is open, showing various certificate purposes. The 'Swapping' option is selected, highlighted with a red box and the number 4. The 'PRINT' button in the modal is highlighted with a red box and the number 5.



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5. Each purpose as enumerated in Section 2 of this Memorandum requires a separate Certificate of Pending Case. Each purpose must be printed in three (3) copies using an A4 sized bond paper.
6. As policy, only personnel with no pending administrative case may access this feature and print their own Certificate of No Pending Case. Each CNPC is valid for one transaction only.
7. Each printed Certificate of No Pending Case must still be personally signed by the Legal Officer of this Office.
8. For strict compliance.


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

Reference:
To be indicated in the Perpetual Index
under the following subject:

No Pending Admin Cases
Certifications - Legal

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