



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

16 January 2026

**DIVISION MEMORANDUM**  
No. 037, s. 2026

**ADDENDUM TO REGIONAL MEMORANDUM NO. 340, S. 2025  
ENTITLED "GUIDELINES FOR THE ISSUANCE OF  
CERTIFICATE OF NO PENDING CASE BY THE  
LEGAL UNIT OF THIS REGIONAL OFFICE"**

To: Assistant Schools Division Superintendent  
Curriculum and Implementation Division  
Schools Governance and Operations Division  
Section Heads  
School Heads  
All Others Concerned

1. This is in reference to Regional Memorandum (RM) No. 2, s. 2026 dated January 5, 2026, entitled "Addendum to Regional Memorandum No. 340, s. 2025 (Guidelines for the Issuance of Certificate of No Pending Case by the Legal Unit of this Regional Office".

2. Be advised that Mario T. Tamondong, Jr., Attorney III of the Legal Unit, is authorized to sign certificates of pending/no pending cases necessary in securing GSIS loan, school bond, school-based and division-based awards and recognition (except for GAWAD PATNUGOT), and other transaction not related to retirement, travel abroad, and scholarships.

3. For queries, you may contact the Legal Unit at (046) 419-8450 local 215.

4. For your information, guidance, and immediate dissemination.

Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.15  
18:37:33 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: none

Reference: as stated



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**Website:** www.depedimuscity.com  
**Facebook Page:** @sdoimuscity



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

CERTIFICATES  
EMPLOYEES