



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
 Manila

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 07.26.2021

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DEPARTMENT ORDER )  
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 No. 64 )  
 )  
 Series of 2021 *dt 7/26/2021*

**SUBJECT: DESIGNATION OF ASSISTANT SECRETARY MEL JOHN I. VERZOSA, ASSISTANT SECRETARY FOR LEGAL SERVICES AND SPECIAL CONCERNS TO SIGN AND ISSUE CERTIFICATE OF NO PENDING CASE IN THIS DEPARTMENT**

In accordance with Section 7, Chapter 2, Book IV of the Executive Order No. 292, Series of 1987 also known as the "Administrative Code of 1987", and in order to have a centralized issuance of Certification of No Pending Case, the Undersigned, in addition to the Authorities and Areas of Responsibilities mentioned in Department Order (D.O.) No. 108, Series of 2020, designates to Assistant Secretary Mel John I. Verzosa the authority to sign and issue Certification of No Pending Case (CNPC) in this Department for all personnel in the Central Office and the Regional Offices who apply for the same.

In accordance thereof, the following guidelines are hereby prescribed to establish the procedure in the issuance of the CNPC:

**GUIDELINES IN THE SIGNING AND ISSUANCE OF THE CNPC:**

1. **Coverage:** The issuance of the CNPC shall cover those plantilla personnel of the Department, in the central and regional offices, as a requirement for promotion, loans, transfer of employment to other government offices (if required), retirement, clearances, or claiming for benefits, pensions, and the like.
2. **Receiving of the Application for CNPC:** The Office of the Assistant Secretary for Legal Services and Special Concerns (OASLSSC) shall receive and process the application for CNPC using the prescribed format.
3. **Verification:** The OASLSSC shall coordinate with the Human Resource Division (HRD) in the Regional Offices (RO), to verify applicant whether he/she has no or with a pending or existing case in their records and/or 201 files. The latter office(s) shall give feedback on the verification within two (2) days after receipt of the said document.
4. **Issuance:** The OASLSSC shall issue the said certification in one (1) original copy, duly signed and sealed to the applicant or his/her authorized representative only, copy furnish the IAD and the 201 files of the HRMD/HRD, and shall be considered as confidential document.
5. **Adoption of Guidelines:** The Office of the Assistant Secretary Verzosa may adopt guidelines as it may deem appropriate to implement this D.O.

**Designation of Assistant Secretary Mel John I. Verzosa, Assistant Secretary for Legal Services and Special Concerns to Sign and Issue Certificate of No Pending Case in this Department**

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This Order shall supplement the D.O. No. 108, s. 2020, and shall amend all other issuances inconsistent herewith.

Furthermore, this Order shall take effect immediately.



**MARK A. VILLAR**

Secretary

Department of Public Works and Highways  
Office of the Secretary



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