Division Memorandum
No. 291 s. 2016

TO: District Supervisors
    Secondary School Heads
    OIC DiCNHS Standalone Senior High School
    Private Elementary and Secondary School Administrators


Herewith are Memoranda from DepED Central and Regional Offices on issuance of Certification, Authentication and Verification (CAV) and other School Records, contents of which are self-explanatory for your information, guidance and dissemination.

However, the undersigned advises all School Heads to conduct orientation to Senior High School students and parents of Grade 6 graduating pupils on the CAV guidelines as stipulated on paragraph 3 of DepEd Memorandum No. 381 s. 2007.

Please submit a report on the conducted orientation within three (3) days after the orientation.

DEE D. SILVA DPA, CESO VI
Schools Division Superintendent

[Signature]
REITERATING THE GUIDELINES ON THE ISSUANCE OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF ELEMENTARY AND SECONDARY EDUCATION DIPLOMA, OFFICIAL TRANSCRIPT OF RECORDS, CERTIFICATIONS AND OTHER SCHOOL RECORDS.

To: Schools Division Superintendents

1. It has been observed that elementary and high school graduate students need further guidance when applying for Certification, Authentication and Verification (CAV), as in the steps to be followed, documents to be secured from the schools and to be submitted to the Regional Office.

2. In order to guide the students properly when applying for CAV, DepED Memorandum No. 381 s. 2007 must be thoroughly discussed by the school heads to all their graduating students to ensure that steps, procedures and required documents are fully understood and complied with accordingly.

3. A division report of compliance with the conduct of orientation by each school shall be submitted to this office c/o Chief, Records Section, Administrative Division every end of January.

4. For compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Encl.: DepED Memo #381 s. 2007

To be indicated in the Perpetual Index
Under the following subjects:

CERTIFICATIONS  SCHOOLS

ROA6/Sylvia
DEPED MEMORANDUM
No. 381, s. 2007

GUIDELINES ON THE ISSUANCE OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF ELEMENTARY AND SECONDARY EDUCATION DIPLOMA, OFFICIAL TRANSCRIPT OF RECORDS, AND OTHER SCHOOL RECORDS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Executive Order No. 582 dated December 4, 2006, entitled "Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication from the Office of the President to the Department of Foreign Affairs (DFA)", a uniform/standardized procedure on the issuance of CAV of elementary and secondary education Diploma, Official Transcript of Records and other school records is hereby effected for proper implementation.

2. This aims to:
   a. provide efficient service to the public; and
   b. ensure the integrity of the documents to be authenticated.

3. The following are the guidelines on the issuance of CAV:
   a. The processing of CAV shall be the function of the Records Unit in the DepED Regional Office;
   b. All schools division offices shall submit the following documents to their respective DepED Regional Offices, on annual basis:
      b.1. Enrolment list per school within sixty (60) days after the the opening of classes;
      b.2. List of graduates and all scholastic records pertinent thereto, not later than thirty (30) days from the date of graduation;
      b.3. Special Order for graduation (for private schools only); and
      b.4. Updated list of school heads and their respective specimen signatures.

2. Upon verification of the authenticity of the documents submitted, the Records Officer shall issue the corresponding CAV, for signature by the Regional Director or duly authorized representative;
6. Claim stubs shall also be issued by the Records Unit to the applicants indicating the date the CAV will be claimed at the DFA (5 working days from the date of transmittal).

7. Processed CAV shall be submitted daily by the DepED Regional Office to the DFA, together with the Masterlist of CAV issued in the format provided by the DFA, copy enclosed, through the authorized courier. The Records Division, Administrative Service, DepED Central Office shall likewise be furnished copies of all masterlists sent to DFA-OCA through e-mail address at recordsco@deped.gov.ph.

8. Under no circumstances shall applicants be allowed to hand-carry the CAV to the DFA.

4. Enclosed are the following annexes for guidance and ready reference:

Annex A – Standardized Process Flow
Annex B – Guidelines on Application of CAV of Scholastic Records and Other Related Documents
Annex C – CAV Application form
Annex D – CAV Form
Annex F – Guidelines on the Daily Release of Processed CAVs Directly to DFA through their Official Courier
Annex G – Guidelines for Accomplishing the Masterlist of Documents for DFA Authentication

5. All previous DepED issuances inconsistent with this Memorandum are hereby superseded.

6. Immediate dissemination of this Memorandum is desired.

JESILA A. LAPUS
Secretary

Encls.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

AUTHENTICATION
SCHOOLS

POLICY
STUDENTS

PUPILS

Reformatted by Sally – Elem. and Sec. school records (CAV)
September 13, 2007
STEP 1

1. Applicants shall secure the following documents from the school where they graduated/attended:
   A. FOR PUBLIC SCHOOL GRADUATES
      1. Student Permanent Records (F-137)
      2. Diploma
      3. Certificate of Graduation issued by school head
   B. FOR PRIVATE SCHOOL GRADUATES
      1. Student Permanent Records (F-137)
      2. Diploma
      3. Certificate of Graduation issued by school head
      4. Special Order for secondary graduates issued by the Division Office for two-level schools or by the Regional Office for three-level schools.

C. FOR GRADUATES OF PRIVATE SCHOOL with accreditation
   from Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)
   1. Student Permanent Records (F-137)
   2. Diploma
   3. Certificate of Graduation issued by school head
   4. Certificate of Accreditation (Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) accreditation.

II. Applicants who failed to complete their elementary or secondary curriculum level (PUBLIC/PRIVATE) shall secure the following documents from the school where they enrolled:
   1. Certification of grade/year level completed
   2. Student Permanent Record (Form 137)

III. If the documents shall be used for enrollment abroad, the applicant shall secure the following from the school where they enrolled:
   A. Student Permanent Record (Form 137)
   B. Certification of grade/year level completed.

STEP 2

1. The applicant shall:
   1.1 Secure application form from the DepEd Regional Office, Records Unit.
   1.2 Fill up the application form
   1.3 Submit the application form with complete requirements taken from the school attended to the Regional Office, Records Unit.
   2. Records Clerk shall:
      2.1 check as to the completeness of the requirements
      2.2 refer to the Legal Unit in case of discrepancy in the information of birthplace of birth, etc.
      2.3 receive and record application with complete requirements
      2.4 issue claim stub indicating the date of release at DFA (five (5) working days from date of receipt/submission)
      2.5 advise applicant to claim identification documents at the Department of Foreign Affairs on the date indicated in the claim stub.
   3. Records Clerk shall retrieve file of applicant
   4. Records Officer shall:
      4.1 verify authenticity of school records
      4.2 refer to School/Division concerned in case of discrepancy
      4.3 refer to Division Office in case no records found in the Regional Office
      4.4 affix signature in the application form and
      4.5 refer to encoder for numbering and preparation of CAV form
   5. Encoder shall number, prepare and initial the CAV form
   6. Encoder shall number, prepare and initial the CAV form
   7. Records Officer shall review and initial the CAV
   8. Regional Director or his/her authorized representative shall sign the CAV

STEP 3

ISSUANCE

Applicant shall claim the CAV documents at the
DEPARTMENT OF FOREIGN AFFAIRS

Regional Office shall copy furnish
through e-mail address at
recordsco@deped.gov.ph
of the
DEPARTMENT OF EDUCATION
Central Office,
Records Division
and present to DFA-OGA daily.
GUIDELINES ON APPLICATION OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF SCHOLASTIC RECORDS AND OTHER RELATED DOCUMENTS

1. Application may be filed directly by the applicant or by a duly authorized representative.
2. Only application forms with complete documentary requirements shall be accepted.
3. Processing period shall be maximum of three (3) working days if all documents submitted are in order.
4. CAVs shall be transmitted directly to the DFA-OCA through courier.
5. In case of request for reissuance of CAV, only certified true copy shall be provided.
Republic of the Philippines
Department of Education
REGION XI
Davao City

Date

APPLICATION FORM
CERTIFICATION, AUTHENTICATION AND VERIFICATION
SECONDARY

NAME OF STUDENT APPLICANT ____________________________

NAME OF SCHOOL: ______________________________________

ADDRESS OF SCHOOL: ___________________________________

DATE GRADUATED: ___________________ SCHOOL YEAR COMPLETED: ___________________

CONTACT NO: _________________________________________

PURPOSE:

☐ EMPLOYMENT ABROAD  ☐ STUDY ABROAD

☐ SEAMAN'S BOOK  ☐ OTHERS

PLEASE SPECIFY: ____________________________

CAV No. __________

(Name & Signature of Applicant/Representative)

Requirements:

1. Student Permanent Records (Form 137)
   (Original & 2 certified true copies of the school)

2. Diploma (Original)
   (Original & 2 certified true copies of the school)

3. Certification of Graduation
   (Original & 2 certified true copies of the school)

4. Passport Size Picture (2 pcs.)

5. Certification of Enrollment/Year Level Completed
   (Original & 2 certified true copies of the school)

6. In case of loss of Diploma — “AFFIDAVIT OF LOSS”
   (Original & 2 photocopies)

7. Special Power of Attorney (SPA) for Representative.

8. 1pc. Documentary Stamp - BIR
APPLYING FOR:

NAME OF STUDENT APPLICANT:

NAME OF SCHOOL:

ADDRESS OF SCHOOL:

DATE GRADUATED:

SCHOOL YEAR COMPLETED:

CONTACT NO:

PURPOSE:

☐ EMPLOYMENT ABROAD

☐ STUDY ABROAD

☐ SEAMAN'S BOOK

☐ OTHERS

PLEASE SPECIFY:

CAV No.

(Name & Signature of Applicant/Representative)

Requirements:

1. Student Permanent Records (Form 137)
   (Original & 2 certified true copies of the school)

2. Diploma (Original)
   (Original & 2 certified true copies of the school)

3. Certification of Graduation
   (Original & 2 certified true copies of the school)

4. Passport Size Picture (2 pcs.)

5. Certification of Enrollment/Year Level Completed
   (Original & 2 certified true copies of the school)

6. In case of loss of Diploma - "AFFIDAVIT OF LOSS"
   (Original & 2 photocopies)

7. Special Power of Attorney (SPA) for Representative.

8. 1pc. Documentary Stamp - BIR

9. Payment P 30.00