



REPUBLIC OF THE PHILIPPINES

# Department of Education



REGION XI  
City Schools Division of Digos City  
City of Digos

Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396  
Fax No. (082) 553-8396

June 10, 2016

Division Memorandum  
No. 291 s. 2016

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

RE: 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

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.

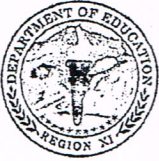
However, the undersigned advises all School Heads to conduct orientation to Senior High School students and parents of Grade 6 graduating pupils on the CAV guidelines as stipulated on paragraph 3 of DepEd Memorandum No. 381 s. 2007.

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

  
DEE D. SILVA DPA, CESO VI  
Schools Division Superintendent

DepEd Schools Division of Digos

**RELEASED**  
4726  
Date: JUN 15 2016 Time: 11:22 AM  
By: 



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
REHIYON XI  
Lungsod ng Dabaw



June 9, 2016

DepEd Schools Division of Digos

REGIONAL MEMORANDUM  
No. 124 s. 2016



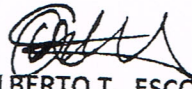
Date: JUN 10 2016 Time: 3:03

By: f

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

Department of Education  
Regional Office XI  
RECORDS SECTION

RELEASED

By: Int  
Date: 6/10/16 Time:



Republic of the Philippines  
Department of Education



DepED MEMORANDUM

No. 381, s. 2007

SEP 24 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.

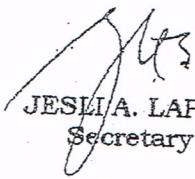
2. This aims to:

- 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](mailto: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 E - Guidelines on the Issuance of Claim Stub
  - 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.

  
JESLI 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 12, 2007

# PROCESS FLOW - CERTIFICATION, AUTHENTICATION VERIFICATION (CAV)

## Annex A

### STEP 1

- I. Applicant/s shall secure the following documents from the school where he/she 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 he/she 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 he/she 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. Receiving Clerk shall:
  - 2.1 check as to the completeness of the requirements of birth/place of birth, etc.
  - 2.2 refer to the Legal Unit in case of discrepancy in the name/date of birth/place 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 transmittal).
  - 2.5 advise applicant to claim his/her documents at the Department of Foreign Affairs on the date indicated in the claim stub.
3. Records Clerk shall retrieve file of applicant
  - 4.1 verify the 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. Records Officer shall review and initial the CAV form
7. 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

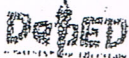
Central Office  
Records Division

all masterlet of CAVs transmitted to DFA-  
OCA daily

Annex B

**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 Enrolment/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

Undergraduates

Graduates

Public

Private

Public

Private

☐☐☐☐☐☐☐☐☐☐☐



Republic of the Philippines  
Department of Education  
REGION XI  
Davao City



Date \_\_\_\_\_

APPLICATION FORM  
CERTIFICATION, AUTHENTICATION AND VERIFICATION  
ELEMENTARY

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 :                                                                                           | Undergraduates           |                          | Graduates                |                          |
|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                                                                                          | Public                   | Private                  | Public                   | Private                  |
| 1. Student Permanent Records (Form 137)<br>(Original & 2 certified true copies of the school)            |                          |                          |                          |                          |
| 2. Diploma (Original)<br>(Original & 2 certified true copies of the school)                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Certification of Graduation<br>(Original & 2 certified true copies of the school)                     |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Passport Size Picture (2 pcs.)                                                                        |                          |                          |                          |                          |
| 5. Certification of Enrolment/Year Level Completed<br>(Original & 2 certified true copies of the school) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In case of loss of Diploma - "AFFIDAVIT OF LOSS"<br>(Original & 2 photocopies)                        | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| 7. Special Power of Attorney (SPA) for Representative.                                                   |                          |                          |                          |                          |
| 8. 1pc. Documentary Stamp - BIR                                                                          |                          |                          |                          |                          |
| 9. Payment P 30.00                                                                                       |                          |                          |                          |                          |