



Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

September 15, 2023

**DIVISION MEMORANDUM**  
No. 379 s.2023

**REITERATION OF DEPED ORDER NO. 48, S.2017 POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

TO : Chief Education Supervisors, CID & SGOD  
Public Elementary and Secondary School-Heads / OIC  
Private School Heads/Administrators  
School Registrars / Records Custodians  
All others concerned

1. Pursuant to DepEd Order No. 48, s.2017 titled **Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records**, this office issues this reiteration.
2. Attached are the basic CAV forms and narrative procedures on the processing of CAV to provide uniform and proper guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. Schools with newly assigned school heads must submit their updated specimen signature thru this link: **<https://tinyurl.com/SHeadsignature>**.
4. For information, guidance and immediate compliance.

  
**SOCORRO V. DELA ROSA, CESO V.**  
Schools Division Superintendent

Encl: As stated  
Reference: DO 48, s.2017  
To be indicated in the Perpetual Index  
Under the following subjects::

AUTHENTICATION	CERTIFICATION	CAV
SCHOOL RECORDS	VERIFICATION	

CVP/DM-Reiteration of Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records  
September 15, 2023



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**CAV FORM 1 – REQUEST FORM – SCHOOL (RF)**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

Control No.: \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Date of Release: \_\_\_\_\_

School Name : \_\_\_\_\_  
School ID: \_\_\_\_\_

**REQUEST FORM FOR ACADEMIC SCHOOL RECORDS**

NAME OF LEARNER : \_\_\_\_\_

DATE & PLACE OF BIRTH : \_\_\_\_\_

SCHOOL YEAR LAST ATTENDED / GRADUATED : \_\_\_\_\_

PRESENT ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

CONTACT NO. : \_\_\_\_\_

PURPOSE: (Please check any of the following):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> EMPLOYMENT ABROAD                               | <input type="checkbox"/> FIANCE VISA  | <input type="checkbox"/> STUDENT VISA      |
| <input type="checkbox"/> SEAMAN'S BOOK/SRC                               | <input type="checkbox"/> TOURIST VISA   | <input type="checkbox"/> DESCENDANT'S VISA |
| <input type="checkbox"/> MIGRATION ABROAD                                | <input type="checkbox"/> REIMBURSEMENT OF EDUCATIONAL ALLOWANCE/ TUITION FEES OF CHILDREN OF OFWs |  |
| <input type="checkbox"/> SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA |   |  |

Signature Over Printed Name  
(Applicant / Representative)

**CAV FORM 4 – CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that, based on available records in this school, the following information pertaining to Name of Learner with Learner Reference Number \_\_\_\_\_ appear:

- ( ) enrolled in Grade \_\_\_\_ during the School Year \_\_\_\_
- ( ) completed Grade \_\_\_\_ during the School Year \_\_\_\_
- ( ) satisfactorily graduated from Elementary / Secondary Course for the School Year \_\_\_\_\_ as prescribed by the Department of Education\*.

This certification is issued on \_\_\_\_\_ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name  
(School Head/Principal) /

***\*If graduated from secondary course in private school, indicate Special Order Number and date.***

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**CAV FORM 5 – SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1<sup>st</sup> Indorsement  
Date**

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_,  
(address) \_\_\_\_\_, the herein request of Name of Learner for  
Certification, Authentication and Verification (CAV) of his / her Academic School  
Records.

For ready reference and perusal, attached are the following  
documents/records marked (√) below properly enclosed in sealed envelope:

- ( ) Certification of Completion/Graduation
- ( ) Certification of English as Medium of Instruction
- ( ) Form -137
- ( ) Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(School Head/Principal)

**Attached: as stated.**

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**CAV FORM 6 - LIST OF APPROVED CAV REQUEST**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CONTROL NO.	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxxx nothing follows xxxx

Prepared by:

Signature Over Printed Name  
(School Records Custodian/Registrar)

Submitted by:

Signature Over Printed Name  
(School Head/Principal)



## PROCEDURES ON THE PROCESSING OF CAV

### GENERAL INSTRUCTIONS:

1. An Applicant, or in his / her absence, his / her duly authorized representative, shall fill-out a CAV Request Form (RF) for any of the following Academic School Records (ASR):
  - a. Elementary / Secondary Diploma
  - b. Form 137
  - c. Form 138
  - d. Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT)
2. The issuance of CAV shall be for a specific purpose only as defined in Section III (e) of this PPG.
3. Special Order (SO) Number must be indicated in the Diploma and Certificate of Graduation issued by private secondary schools. In any case where SO No. is not available, the School Head should not act favorably on the RF of the Applicant.
4. In case of lost, damaged or destroyed documents, inform the applicant accordingly. However, the applicant should be advised to produce any of the following as maybe basis for the reconstruction of Academic School Records:
  - a. Sworn Statement of any two (2) of the applicant's classmates, principals, or teachers; and supported by either the school graduation photos, souvenir program, or graduation program; or
  - b. Duly certified copy of either Form 137 or Form 138 of the learner on file in any Tertiary Learning Institutions; or diploma / transcript of records on file in the learner's current / previous employer/s.
5. In case of lost diploma, reconstructed diploma shall be issued for CAV purposes only upon presentation of any of the abovementioned requirements under preceding item number 4.
6. The reconstruction of a Diploma shall be subject to submission of incontestable proofs of a Learner's completion of the academic requirements of the appropriate academic program; provided that the contents of the diploma shall strictly follow the DepEd - prescribed format.
7. The translation in English Language of a valid diploma stated in pure Filipino Version shall be the function of the School concerned, subject to the approval thereof by the Division Office.
8. No service fees shall be charged from any applicant for Certification, Authentication, and Verification (CAV).
9. The issuance of CAV shall be the function and responsibility of the Records Section in DepEd Regional Offices.

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10. All Schools Division Offices shall submit the following documents (in soft and / or hard copy) to their respective DepEd Regional Offices:
- a. Enrolment List per school within 60 days after the opening of classes;
  - b. List of School Graduates and School Form 5 (Report on Promotion and Learning Progress and Achievement), not later than 30 days from the date of graduation; and in the case of graduates from private secondary schools, the List of Graduates with Special Order Number; and
  - c. Updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes.
11. All Regional Offices shall submit to the DFA thru its official e-mail accounts ([ff.fetaico@oca.dfa.gov.ph](mailto:ff.fetaico@oca.dfa.gov.ph) or [authenticationdfa@gmail.com](mailto:authenticationdfa@gmail.com)) its updated list of authorized signatories on CAV with their specimen signatures.

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## NARRATIVE PROCEDURES

### A. AT THE SCHOOL

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive Request Form (RF)	Receive RF	Records Custodian / Registrar* *in his/her absence, the School Head	Two (2) minutes	RF	CAV Form "1" (Request Form)
2. Review of Request Form (RF)	Check the completeness of information and requirements required in the RF  Note: If incomplete, return to the applicant with proper advice; if complete, proceed to No. 3	Records Custodian / Registrar*  *in his/her absence, the School Head	Five (5) minutes	RF for processing	
3. Verification of Records	Search for the appropriate Academic School Records as requested by the Applicant:	Records Custodian / Registrar*	Thirty (30) minutes	Requested ASR	
	> If available, proceed to No. 4	*in his/her absence, the School Head			
	> If not available, check availability of the records in the Schools Division Office (SDO) concerned through School Referral Form*.  *to be hand-carried by the applicant / representative to the SDO	Records Custodian / Registrar*  *in his/her absence, the School Head	Thirty (30) minutes	School Referral Form	CAV Form "2" School Referral Form to Division Office
4. Evaluation of Records	Check and validate the correctness and completeness of the information in the SRF against the available school records.	Records Custodian / Registrar*  *in his/her absence, the School Head	Not more than ten (10) minutes		
	> If matched, proceed to No. 5				

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	> If unmatched, perform the following:				
	>> If unmatched as to name / date of birth / place of birth, clarify the discrepancy/ies with the applicant and require him/her to submit duly authenticated Birth Certificate (BC) issued by the Philippine Statistics Authority (PSA).				
	>> If the submitted BC is matched, proceed to No. 5.				
	>> If the unmatched records persist, indorse the applicant to the Legal Unit of the Regional Office for proper disposition.				
5. Approval of the Request	> Prepare the Academic School Records and Certification and affix his/her initials.	Records Custodian	thirty (30) minutes	Academic School Record and Certification.	CAV Form "3" Indorsement for Correction of Entries in the Academic School Records
	> Review the accuracy and veracity of the Academic School Records and Request Form.	School Head	ten (10) minutes		
	>> If in order, signs and approves the ASR and Certification and prepares indorsement for transmittal to the RO.	School Head	ten (10) minutes	Approved ASR and Certification in sealed envelope with indorsement	CAV Form "5" School Transmittal to the Regional Office
	>> If not in order, return to Records Custodian for appropriate action until the noted discrepancy/ies is clarified and rectified	Records Custodian	ten (10) minutes		
6. Release of Certification	Release the approved ASR and Certification in two (2) copies and in sealed envelope to the applicant together with the indorsement for transmittal to the RO:	Records Custodian	three (3) minutes	Approved ASR and Certification in sealed envelope.	
	> Original and duplicate copy of the Certification > Two (2) Certified true copies of the ASR				

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	<p>&gt; The School Head shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:</p> <ol style="list-style-type: none"> <li>1. E-mail</li> <li>2. Text Message</li> <li>3. Fax</li> </ol> <p>Note: Schools and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers</p>	School Head			CAV Form "6" List of Approved CAV Request
7. Recording and Maintenance of Certification	Record the release and maintains files of ASR and Certification duly acknowledged by the applicant.	Records Custodian	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement	

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