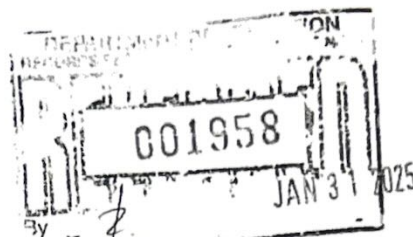


SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

31 JAN 2025

Republic of the Philippines  
Department of Education  
REGION I

RECEIVED

BY: 1453

## REGIONAL MEMORANDUM

No. 155 s. 2025

**REITERATION OF REQUIREMENTS FOR CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

To: All Schools Division Superintendents  
Division Records Officers  
Elementary and Secondary School Heads (Public & Private)  
All Others Concerned

1. The Department of Education issued **DepEd Order No. 48, s. 2017** or the **Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records** which aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.

2. Anent this, to ensure seamless processing for CAV applications, the following requirements are needed:

**Public School Graduates:**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- e. Certification of English as Medium of Instruction (CAV Form 17)
- f. Passport Size Picture
- g. Documentary Stamp

**Private School Graduates:**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Special Order for Graduation issued by the School Head
- e. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- f. Certification of English as Medium of Instruction (CAV Form 17)
- g. Passport Size Picture
- h. Documentary Stamp



Flores St., Catbangen, City of San Fernando, La Union  
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Republic of the Philippines  
**Department of Education**  
REGION I

**For Graduates of Private School with Accreditation from the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Certificate of Accreditation (PAASCU)
- e. Certification of English as Medium of Instruction (CAV Form 17)
- f. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- g. Passport Size Picture
- h. Documentary Stamp

**Applicants who failed to complete their Elementary or Secondary Curriculum level shall secure the following documents from the school where he/she enrolled**

- a. Certification of grade/year level completed (CAV Form 4)
- b. Student Permanent Record (Form 137)
- c. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- d. Passport Size Picture
- e. Documentary Stamp

**ALS, A&E and PEPT Passers**

- a. Diploma-Original with 2 xerox copies
- b. PEPT or A&E Result
- c. Certification of Rating (CAV Form 12)
- d. Certificate of Accreditation (PAASCU)
- e. Transmittal from the Division Office (CAV Form 13)
- f. Passport Size Picture
- g. Documentary Stamp

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

31 JAN 2025

RELEASED

BY: \_\_\_\_\_

3. Further, in compliance with timeliness of CAV processing, hereto attached is the turnaround time reference per RO I Citizens Charter.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

*[Signature]*  
**TOLENTINO G. AQUINO**  
Director IV

DepED



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**January 31, 2025**

**To: Public and Private Elementary and Secondary School Heads**

For information, guidance and compliance.

*[Signature]*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 155 s. 2025

**REITERATION OF REQUIREMENTS FOR CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

To: All Schools Division Superintendents  
Division Records Officers  
Elementary and Secondary School Heads (Public & Private)  
All Others Concerned

1. The Department of Education issued **DepEd Order No. 48, s. 2017** or the **Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records** which aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.

2. Anent this, to ensure seamless processing for CAV applications, the following requirements are needed:

**Public School Graduates:**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- e. Certification of English as Medium of Instruction (CAV Form 17)
- f. Passport Size Picture
- g. Documentary Stamp

**Private School Graduates:**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Special Order for Graduation issued by the School Head
- e. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- f. Certification of English as Medium of Instruction (CAV Form 17)
- g. Passport Size Picture
- h. Documentary Stamp



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Republic of the Philippines  
**Department of Education**  
REGION I

**For Graduates of Private School with Accreditation from the  
Philippine Accrediting Association of Schools, Colleges and Universities  
(PAASCU)**

- a. Student Permanent Record (Form 137)-Original with 2 xerox copies
- b. Diploma-Original with 2 xerox copies
- c. Certification of Enrollment/Completion/Graduation issued by the School Head (CAV Form 4)
- d. Certificate of Accreditation (PAASCU)
- e. Certification of English as Medium of Instruction (CAV Form 17)
- f. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- g. Passport Size Picture
- h. Documentary Stamp

**Applicants who failed to complete their Elementary or Secondary Curriculum level shall secure the following documents from the school where he/she enrolled**

- a. Certification of grade/year level completed (CAV Form 4)
- b. Student Permanent Record (Form 137)
- c. Transmittal from the School (CAV Form 5) and List of Approved CAV Form (CAV Form 6)
- d. Passport Size Picture
- e. Documentary Stamp

**ALS, A&E and PEPT Passers**

- a. Diploma-Original with 2 xerox copies
- b. PEPT or A& E Result
- c. Certification of Rating (CAV Form 12)
- d. Certificate of Accreditation (PAASCU)
- e. Transmittal from the Division Office (CAV Form 13)
- f. Passport Size Picture
- g. Documentary Stamp

3. Further, in compliance with timeliness of CAV processing, hereto attached is the turnaround time reference per RO I Citizens Charter.

4. Immediate dissemination and strict compliance with this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Director IV





Republic of the Philippines  
**Department of Education**  
REGION I

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Encl.: As Stated

References: As Stated

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

AUTHENTICATION   CERTIFICATION   LEARNERS POLICY   PROCEDURE  
RECORDS   RULES AND REGULATIONS   SCHOOLS

AD-RS/nbb/RM\_ CertificationAuthenticationVerification  
January 30, 2025



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I. Records Section

1. Certification, Authentication, Verification (CAV)

This service refers to the certification, authentication and verification of school records of learners going abroad.

Office or Division:	Records
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	Current and past learners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>High School/ Elementary Graduates</b> 1. Student Permanent Record –Form 137 (1 original and 2 photocopies) 2. Certificate of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies) 3. Diploma (1 Original and 2 certified true copies certified by the School Head) 4. Transmittal from School (1 original and 2 photocopies) 5. Special Order, if graduate from Private Schools (1 Original and 2 photocopies certified by the School Head) 6. Latest passport size ID Pictures (2 copies) 7. Documentary Stamp (2 copies)	School attended School attended School attended School attended School attended Client
<b>For Undergraduates:</b> 1. Indorsement from the School (1 original and 2 photocopies) 2. Student Permanent Record –Form 137 (1 original and 2 photocopies) 3. Certification of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies) 4. Latest Passport sized ID picture (2 copies) 5. Documentary Stamp (2 copies)	School attended School attended School attended Client





<b>For ALS/PEPT:</b> 1. Certification from Bureau of Education Assessment (BEA)(1 original and 2 photocopies) 2. Report of Rating in the Accreditation and Equivalency(A&E) Test of Alternative Learning System (ALS) or Philippine Placement Test (PEPT) (1 original and 2 photocopies) 3. Certification from Schools Division Office (1 original and 2 photocopies) 4. Latest Passport sized IDpicture (2 copies) 5. Documentary Stamp (2 copies)  <b>Additional requirements for representative:</b>  1. Authorization Letter (If the requesting party is not the record owner) (1 original copy) 2. Valid Special Power of Attorney(SPA) for the authorized representative (1 original copy) 3. <i>For applicants residing outside the country -</i> Valid Special Power of Attorney (SPA) for the authorized representative issued by the Philippine Embassy (1 original Copy) Valid ID				
Central Office - BEA  BEA/ SDO  SDO       Client  Client  Client / Authorized Representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for and completely fill-out the CAV Application Form from the Records	1.1. Receive and check the completely filled out CAV application form and all supporting documents of the client. Review the completeness and verify authenticity of documents	None	10 minutes	Records SectionStaff/ ADAS
	1.2. Assign specific CAV number and print 2 copies of CAV certificates	None	5 minutes	Records SectionStaff/ ADAS
2. Verify the accuracy of the data encoded to CAV certificate then return	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	5 minutes	Records SectionStaff/ ADAS





to the processor	2.2 Forward printed CAV to Records Officer/AO V for initial, CAO of Administrative Services for signature	None	15 minutes	Records SectionStaff/ ADAS
3. Receive completed CAV documents	3.1 Scan CAV certificate and the attached Academic School Records, then seal CAV certificate and its attachments in a brown envelope with signatures on the opening and paste the DFA Authentication Section addresses at the back. Inform applicant to bring the sealed envelope to DFA for Apostille	None	10 minutes	Records SectionStaff/ ADAS
	3.2 Send the scanned approved CAV through DFA official email with the following details: Name of approved CAV applicant, CAV Control Number and Date Release	None	5 minutes	Records SectionStaff/ ADAS
TOTAL:		None	50 minutes	





Republic of the Philippines  
**Department of Education**

25 AUG 2017

DepEd ORDER  
No. **48**, s. 2017

**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records.**
2. This DepEd Order aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures, and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. All other DepEd issuances, rules, and regulations, which are inconsistent with these guidelines and procedures are deemed amended accordingly upon its effectivity.
4. This Order shall take effect immediately upon its approval.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated  
To be indicated in the Perpetual Index  
under the following subjects:

AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY

PROCEDURE  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS



(Enclosure to DepEd Order No. 48, s. 2017)

**POLICY AND PROCEDURAL GUIDELINES  
ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION  
OF BASIC EDUCATION SCHOOL RECORDS**

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**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

**I. RATIONALE**

School records define and perpetuate the educational status of a person and, most importantly, influence his / her future undertakings, regardless of professional, and / or otherwise, levels. The availability and accessibility thereof must, therefore, be assured. Foremost is that its reliability and authenticity should be guaranteed at all times.

The Department of Education, as the premier public institution with a pronounced vision and mission and core values that are learner - centered, is the custodian of the school records of all learners in the basic formal and non-formal educational systems. As such, it receives requests from these former / current learners for the production and certification of their school records in relation to valid purposes such as, but not limited to, employment abroad, migration to foreign land, travel to overseas, and other personal reasons. The school records so requested are those required to be authenticated by the Department of Foreign Affairs pursuant to existing national and international regulations.

This Department Order provides a unified and comprehensive set of standards, procedures, and guidelines in the processing of Certification, Authentication and Verification (CAV) of school records. It seeks to achieve the following objectives:

- a. To give proper guidance and policy direction to all officials, officers and personnel concerned in the processing of requests for CAV;
- b. To simplify the requests, processes and procedures in handling CAV transactions;
- c. To identify the roles, responsibility and accountability of all personnel involved in the processing of CAV requests;
- d. To ensure a standard and uniform processing of CAV requests by personnel concerned thru the step-by-step procedures set forth herein; and
- e. To establish sustained mechanisms for monitoring and evaluation of the efficiency and effectiveness of this Policy and Procedural Guidelines (PPG), and the appropriate elevation and resolution of interpretation and implementation issues, problems and concerns.



## II. SCOPE OF THE POLICY

For the purpose of this Policy and Procedural Guidelines (PPG), the following shall be covered in its application and implementation as defined under Section III hereunder:

- a. Academic School Records
- b. Certifying Officers
- c. Learners
- d. Public and Private Learning Institutions on Basic Education

## III. DEFINITION OF TERMS

For the purpose of this Order, the following terms are defined / understood as follows:

- a. **Academic School Records (ASR)** - refers to different education-related documents attesting to the level of academic completion or accomplishment of a learner in the formal system or Alternative Learning System (ALS) that an applicant can request for a Certification, Authentication and Verification (CAV) as required for authentication by the Department of Foreign Affairs (DFA). It shall include any, or all of, the following:
  - i. Elementary / Secondary Diploma
  - ii. Form 137
  - iii. Form 138
  - iv. Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT)
- b. **Alternative Learning System (ALS) Accreditation and Equivalency Test (A&E Tests)** – refers to nationally-administered tests that aim to measure the competencies and life skills of those who have not attended or finished the formal elementary or secondary education. These assessments allow learners to obtain certification of completion at different exits in Basic Education, which may be used to access further education, job promotion, entry to job training, and employment.
- c. **Applicant** – refers to a person who applies for or requests for his / her Academic School Records for Certification, Authentication and Verification purposes only; in any event of his / her physical absence, the applicant may be substituted by a duly authorized representative as defined below.
- d. **Basic Education School Records** – refers to any of the documents defined under Section III (a) above evidencing the level of academic completion or accomplishment of a learner which encompasses kindergarten, elementary, and secondary education as well as alternative learning systems for out-of-school- learners and those with special needs.



- e. **Certification, Authentication, and Verification (CAV)** – refers to an official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the Department of Education (DepEd) and the Department of Foreign Affairs (DFA) pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for any of the following applicable purposes and as required by DFA:
- i. Employment abroad
  - ii. Seaman's Book / Seafarer's Registration Certificate
  - iii. Migration abroad
  - iv. Student visa
  - v. Tourist visa
  - vi. Fiancé visa
  - vii. Descendant's visa
  - viii. Reimbursement of educational allowance / tuition fees of children of Overseas Filipino Workers (OFW)
  - ix. Such other purposes as maybe required in writing by the DFA
- f. **Certification of Academic Level Completed** – refers to a document issued by duly authorized and competent authorities certifying to a learner's level of academic completion in the formal education system.
- g. **Certification of English as Medium of Instruction** - refers to a document issued by duly authorized and competent authorities certifying that the language used in teaching in a learning institution is English.
- h. **Certification of English Translation of Diploma**- refers to a document issued by duly authorized and competent authorities certifying to the translation in the English language of school records in non-English language.
- i. **Certification of Graduation** – refers to a document issued by duly authorized and competent authorities certifying, based on incontestable school records, the name of the learner, his / her year of graduation and Learner's Reference Number (LRN) issued by DepEd; and, in the case of private schools, the learner's Special Order Number upon graduation from secondary course.
- j. **Certification** – refers to the official and formal process and act of attesting to any relevant information pertaining to the academic level of accomplishment of a learner based on his / her existing and verifiable school records as certified to by duly authorized and competent authorities. The Certification covers information as disclosed in the said school records and defined appropriately in this Section, as follows:
- i. Academic Level Completed
  - ii. English as Medium of Instruction
  - iii. English Translation of Diploma
  - iv. Graduation



**k. Certifying Officers-** refers to those who are authorized by this Order to certify to the Academic School Records of a learner as enumerated in this Section. They are either appointed or designated by duly-constituted authorities, as follows:

- i. Records Custodian / Registrar
- ii. School Heads
- iii. Division Records Officer
- iv. Administrative Officer V for Administrative Section
- v. Assistant Schools Division Superintendent
- vi. Schools Division Superintendent
- vii. Regional Records Officer
- viii. Regional Chief Administrative Officer, Administrative Division
- ix. Assistant Regional Director
- x. Regional Director

For the purpose of issuance of the Certification, Authentication and Verification (CAV) Form, the signature and approval therein shall be by the Regional Director or Assistant Regional Director or Regional Chief Administrative Officer, Administrative Division, in the said signing authority order.

- l. Elementary / Secondary Diploma** – refers to the academic record issued by a learning institution which certifies that a learner has successfully completed the academic requirements for graduation prescribed by the Department of Education for Elementary and Secondary Schools.
- m. Foreign or International Schools** – refers to schools duly established and authorized in accordance with the existing Philippine laws to operate certain educational programs that primarily and principally adhere to either universally accepted and recognized educational policies and standards or the unique differentially prescribed system of education of a particular country other than the Philippines.
- n. Form 137** – refers to the permanent school learner record showing the historical academic and co-curricular records of the learner.
- o. Form 138** – refers to the document showing the academic performance of a learner in a given school year.
- p. Learner** – refers to a pupil or student in the formal system, or in the Alternative Learning System (ALS).
- q. Learning Institutions** - refers to schools, both public and private, including those Philippine Schools based overseas and Foreign or International Schools based in the Philippines, duly accredited and / or recognized by the Department of Education authorized to offer any of the following Basic Education Program:
  - i. Kindergarten education** – shall mean one (1) year of preparatory education for children at least five (5) years old as a pre-requisite for Grade 1.



- ii. **Elementary education** – refers to the second stage of compulsory basic education which is composed of six (6) years.
- iii. **Secondary education** – refers to the third stage of compulsory basic education consisting of four (4) years of junior high school education and two (2) years of senior high school education.
- r. **Philippine Schools Overseas** - are duly registered educational institutions operating outside the Philippines and implementing the basic education curriculum of DepEd, purposely to address the educational needs of children of Filipinos and eventually facilitate their reintegration into the Philippine Education System
- s. **Philippine Education Placement Test (PEPT)** – refers to nationally-administered assessment for learners in special circumstances the result of which allow learners to access or resume schooling and / or obtain certification of completion by grade level in the DepEd formal system.
- t. **Representative** – refers to a person duly authorized in writing through a valid Special Power of Attorney (SPA) executed by the applicant specifically stating the name of the representative and the purpose for its issuance.

In the case of a minor learner, the application may be filed by any of the following, subject to the presentation of a valid proof of affinity to the minor learner as stated hereunder:

- i. **Parent** – Birth Certificate of the minor learner
- ii. **Brother or Sister of legal age** - Birth Certificates of the minor learner and the brother or sister
- iii. **Legal Guardian** – Court Order
- u. **Secondary Evidence** – refers to documentary evidences to support any claim of graduation from, or completion of, any level in formal educational system when school records are reported lost, damaged or destroyed; in which case, the applicant must submit any of the following to support his / her claim:
  - i. 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
  - ii. 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.
- v. **Special Order (SO)** – an authority issued by the Department of Education as a requirement for the graduation of students from the formal secondary level in private schools, on a certain date, and is granted conditionally upon the successful completion of the requirements therefor.



#### IV. POLICY STATEMENT

It is the declared policy of the Department of Education that learners, regardless of their level of educational accomplishments, whether in the formal or informal systems, have the right to information on and access to their basic education school records without inconveniencing them. Further, it is also guaranteed that the Department shall afford full protection to any learner's right to security and confidentiality of his / her records. Finally, these learners' school records must be protected and safeguarded in accordance with standards on records management and custodianship in order to ensure the integrity, accessibility and timely release thereof.

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## V. 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.



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.fetalco@oca.dfa.gov.ph](mailto:ff.fetalco@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				



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.				<b>CAV Form "3"</b> Indorsement for Correction of Entries in the Academic School Records
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.	<b>CAV Form "4"</b> Certification of Enrolment/Completion /Graduation
	> 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	<b>CAV Form "5"</b> 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			<p><b>CAV Form "6"</b> List of Approved CAV Request</p>
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	



## B. AT THE SCHOOLS DIVISION OFFICE

Note: Only the following cases shall be handled in the Division Office:

1. Referral from the school of the non-availability of Academic School Record.
2. Results of rating on Alternative Learning Systems A&E Test and Philippine Educational Placement Test (PEPT).
3. Schools that ceased operation for whatever causes wherein the learners' school records are required to be surrendered to the Department of Education pursuant to existing regulations under Department Order 88 s. 2010 dated June 24, 2010.

### 1. Referral from the school of the non-availability of Academic School Record

Process	Tasks	Responsible Unit / Person	Time Frame per Applicant	Output	Form
1. Receive of School Referral Form (SRF)	Receive SRF	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Two (2) minutes	SR	<b>CAV Form "2"</b> School Referral Form (SRF)
2. Verification of Records	Search for the appropriate Academic School Records as requested by the School:  > If available, proceed to No. 3	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Thirty (30) minutes	Requested ASR	
	> If not available, inform the requesting School that it has no record thru a Certification of Non-availability of ASR.	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Certification of Non-availability of ASR.	<b>CAV Form "7"</b> Certification of Non-availability of Academic School Records in the Division Office
3. Evaluation of Records	Checks and validates the correctness and completeness of the information in the RF.  > If matched, proceed to No. 4	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Ten (10) minutes	Validated RF	
	> If unmatched, indicate the discrepancy/ies noted during the evaluation of records.				



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
4. Release of Results of Verification	> If matched, release the ASR to the requesting school with proper Indorsement.	Division Records Officer	Fifteen (15) minutes	Validated ASR with Indorsement	<b>CAV Form "8"</b> Return Indorsement of Schools Division Office to the School
	> If unmatched, issue the Certification stating the noted discrepancy/ies.	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Certification	<b>CAV Form "9"</b> (Certification of Discrepancy / ies)
	> The Division Records Officer shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:  1. E-mail 2. Text Message 3. Fax	Division Records Officer* *in his/her absence, the AO V for the Administrative Section			<b>CAV Form "6"</b> List of Approved CAV Request
	Note: Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers				
5. Recording and Maintenance of the Results of Verification	Record the release and maintains files of Results of Verification duly acknowledged by the applicant.	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement	



**2. Results of Rating on Alternative Learning Systems A&E Test  
and Philippine Educational Placement Test (PEPT)**

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive of Request Form (RF)	Receives RF	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Upon presentation of the Request Form	Request Form	CAV Form "10" Request Form (RF) for ALS A&E and PEPT Ratings
2. Review of 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	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Five (5) minutes	RF for processing	
3. Verification of Records	Search for the Result of Rating as requested by the Applicant:	Division Records Officer*	Ten (10) minutes	Requested ASR	
	> If available, proceed to No. 4	*in his/her absence, the AO V for the Administrative Section			
	> If A&E Rating is not available, inform the Applicant that the Division Office has no record; and coordination will be made by the Division Records Officer with the Division ALS Coordinator who, in turn, will make the necessary verification with the Bureau of Education Assessment (BEA), DepEd Central Office	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Within one (1) hour		



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	>If PEPT Rating is not available inform the Applicant that the Division Office has no record; and coordination will be made by the Division Records Officer with the Bureau of Education Assessment (BEA), DepEd Central Office	Division Records Officer*			
		*in his/her absence, the AO V for the Administrative Section			
	> If with positive verification, proceed to No.4	Division Records Officer/ALS Coordinator			
	> If with negative verification, inform the Applicant accordingly and issue a Certification of Non-availability of Rating.		Upon receipt of the information from BEA		<b>CAV Form "11"</b> Certification of Non-availability of the Rating (A&E / PEPT)
4. Approval of RF	> Prepare the Academic School Records and Certification and affix his/her initials.	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Not more than thirty (30) minutes	Academic School Record duly certified and sealed.	
	> Check the accuracy and veracity of the ASR and RF.	SDS			
	>> If in order, sign and approve the ASR and Certification and prepares indorsement for transmittal to the RO.	SDS	Not more than five (5) minutes	Approved ASR and Certification	<b>CAV Form "12"</b> Certification of Rating A&E /PEPT  <b>CAV Form "13"</b> Division Office Transmittal to the Regional Office
	>>If not in order, return to Division Records Officer for appropriate action until the noted discrepancy/ies is clarified and rectified	Division Records Officer*	Not more than ten (10) minutes		
		*in his/her absence, the AO V for the Administrative Section			



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
5. Release of Certification	Release the approved ASR and Certification in two (2) copies and in sealed envelope to the applicant for transmittal to the Regional Office:	Division Records Officer*	Not more than 15 minutes	Approved ASR and Certification in a sealed envelope and indorsement to the RO	
	> Original and duplicate copy of the Certification	*in his/her absence, the AO V for the Administrative Section			
	> Two (2) Certified true copies of the ASR				
	> The Division Records Officer shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means: 1. E-mail 2. Text Message 3. Fax Note: Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section			<b>CAV Form "6"</b> List of Approved CAV Request
6. Recording and Maintenance of Certification	Record the release and maintain files of ASR and Indorsement duly acknowledged by the applicant.	Division Records Officer*	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement	CAV Form "14" List of Approved CAV Request
		*in his/her absence, the AO V for the Administrative Section			



### 3. Schools that ceased operation

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive RF	Receive RF	Division Records Officer*	Two (2) minutes	RF	<b>CAV Form "1"</b> Request Form (RF)
		*in his/her absence, the AO V for the Administrative Section.			
2. Verification of Records	Search for the appropriate Academic School Records.	Division Records Officer*	Thirty (30) minutes	Requested ASR	
	> If available, proceed to No. 3	*in his/her absence, the AO V for the Administrative Section.			
	> If not available, inform the applicant accordingly and issue Certification.	Division Records Officer*	Fifteen (15) minutes	Certification of Non-availability of ASR.	<b>CAV Form "7"</b> Certification of Non-availability of Academic School Records in the Division Office.
		*in his/her absence, the AO V for the Administrative Section.			
3. Evaluation of Records	Check and validate the correctness and completeness of the information in the RF.	Division Records Officer*	Ten (10) minutes	Validated RF	
	> If matched, proceed to No. 4	*in his/her absence, the AO V for the Administrative Section.			
	> If unmatched, indicate the discrepancy/ies noted during the evaluation of records.				
4. Release of Results of Verification	> If matched, release the ASR to the Regional Office with proper indorsement.	Division Records Officer  *in his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Validated ASR with Indorsement	<b>CAV Form "13"</b> (Division Office transmittal to the Regional Office)
	> If unmatched, issue the Certification stating the noted discrepancy/ies.	Division Records Officer  *in his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Certification	<b>CAV Form "9"</b> (Certification of Discrepancy / ies)



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	<p>&gt; The Division Records Officer 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: Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers</p>	<p>Division Records Officer*</p> <p>*in his/her absence, the AO V for the Administrative Section</p>			<p><b>CAV Form "6"</b> List of Approved CAV Request</p>
5. Recording and Maintenance of the Results of Verification	Record the release and maintain files of Results of Verification duly acknowledged by the applicant.	<p>Division Records Officer</p> <p>*in his/her absence, the AO V for the Administrative Section</p>	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement	

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### C. AT THE REGIONAL OFFICE

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive of CAV Application Form (CAF)	Receive CAF	Regional Records Officer (RRO)	Upon presentation of the CAF	CAF	CAV Form "15" CAV Application Form
2. Review of CAF	<ul style="list-style-type: none"> <li>&gt; Review the completeness of information in the CAF</li> <li>&gt; Open the sealed envelope containing requirements required in the CAF</li> <li>&gt; Validate CAF against the message received from the School Head concerned</li> <li>&gt; Check veracity of the signature of the School Head</li> <li>&gt; Proceed to No. 3</li> </ul> <p><i>Note: School Heads shall submit yearly their specimen signature cards to their respective Division Offices</i></p>	Regional Records Officer (RRO)	20 minutes	CAF for processing	
3. Validation of Records	<ul style="list-style-type: none"> <li>&gt; In cases of Diploma and Certificate of Graduation, check the Special Order No. indicated therein against the records on file in the Regional Office</li> <li>&gt;&gt; If matched, proceed to No. 4</li> <li>&gt;&gt; If unmatched, inform the Applicant accordingly with proper advice as to other courses of actions he/she may take</li> <li>&gt; If available, proceed to No. 4</li> </ul>	Regional Records Officer (RRO)	Ten (10) minutes	Requested record	
4. Approval of CAF	<ul style="list-style-type: none"> <li>&gt; Prepare the CAV</li> <li>&gt; Check the completeness and accuracy of the CAV</li> </ul>	<div>RRO</div> <div>Applicant / RRO</div>	<div>Thirty (30) minutes</div> <div>Five (5) minutes</div>	CAV	CAV Form "16" CAV



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	> If the Applicant finds some information lacking and/or inaccurate, the RRO shall make the necessary update/correction	RRO	Ten (10) minutes		
	> If in order and the Applicant is himself/herself the subject of CAV, the RRO shall capture his/her photo; If in order but the Applicant is represented by an authorized representative, attach the picture or photo in the CAV and the RRO shall scan the photo;	RRO	Ten (10) minutes		
	> Affix initial in the CAV Form	RRO			
	> Issue Claim Stub for DFA Authentication  <i>Note: The date of release at the DFA that must be indicated in the Claim Stub should be eight (8) working days from receipt of the application in the regional office.</i>	RRO	Five (5) minutes		DFA Claim Stub
	> Forwards CAV to the Approving Officer as defined under Section III of this PPG in the order of their authority	RRO	Two (2) minutes	CAV	
	> Sign the CAV	RD / ARD / CAO	Within Two (2) hours	Approved CAV	
5. Release of Certification	> Prepare Master List of duly approved CAVs.  <i>Note: Original copy – DFA; Duplicate copy –Regional Office</i>	RRO	Within Two (2) hours	Master List	CAV Form "17" Certification of English as Medium of Instruction



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
5. Release of Certification	> Receive the original copy of Master List and CAVs for transmittal to DFA. > Check completeness of the documents against the Master List  >> If complete, seal the envelope >> If incomplete, reconcile with the RRO	DFA official courier	Daily	Master Lists of approved CAVs	Master List of Documents for DFA Authentication
	> E-mail to DFA (ff.fetalco@oca.dfa.gov.ph or authenticationdfa@gmail.com) the Master List of duly approved CAVs.  > Filing and Storage of e-Documents/Photocopy of Approved CAV  > Update register CAV requests	RRO	Within the day	Master List of CAVs	
6. Recording and Maintenance of Certification	Record the release and maintains files of CAV duly acknowledged by the official courier.	Records Custodian	Five (5) minutes	CAV file copies / Master List	



## FLOWCHART OF PROCEDURES

PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 1</b> <pre> graph TD     START([START]) --&gt; RF[RECEIVING OF REQUEST FORM (RF)]           </pre>	RECORDS CUSTODIAN/REGISTRAR: * RECEIVE REQUEST FORM-SCHOOL (RF)	TWO (2) MINUTES	CAV FORM "1" (REQUEST FORM)
<b>STEP 2</b> <pre> graph TD     RF[REVIEW OF REQUEST FORM (RF)] --&gt; APPROVED{APPROVED}     APPROVED -- NO (INCOMPLETE) --&gt; Return[Return to the Applicant]     APPROVED -- YES --&gt; RFProc[RF FOR PROCESSING]           </pre>	RECORDS CUSTODIAN/REGISTRAR: * CHECK THE COMPLETENESS OF INFORMATION AND REQUIREMENTS REQUIRED IN THE RF.	FIVE (5) MINUTES	
<b>STEP 3</b> <pre> graph TD     V[VERIFICATION OF RECORDS] --&gt; AVAIL1{AVAILABILITY}     AVAIL1 -- YES --&gt; APPROVED1{APPROVED}     APPROVED1 -- YES --&gt; DENIAL1[ISSUANCE OF LETTER OF DENIAL]     AVAIL1 -- NO --&gt; SDO[SCHOOL DIVISION OFFICE (SDO)]     SDO --&gt; AVAIL2{AVAILABILITY}     AVAIL2 -- YES --&gt; V     AVAIL2 -- NO --&gt; SE[SUBMISSION OF SECONDARY EVIDENCE]     SE --&gt; REV[RE-VERIFICATION OF RECORDS]     REV --&gt; APPROVED2{APPROVED}     APPROVED2 -- YES --&gt; DENIAL1     APPROVED2 -- NO --&gt; DENIAL1           </pre>	RECORDS CUSTODIAN/REGISTRAR: * SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORDS (ASR) AS REQUESTED BY APPLICANT.  * IF NOT AVAILABLE, CHECK AVAILABILITY OF THE RECORDS IN THE SCHOOLS DIVISION OFFICE (SDO) CONCERNED THROUGH SCHOOL REFERRAL FORM*. (NOTE: TO BE HAND-CARRIED BY THE APPLICANT / REPRESENTATIVE TO THE SDO.	THIRTY (30) MINUTES	CAV FORM "2" (SCHOOL REFERRAL TO DIVISION OFFICE)
<b>STEP 4</b> <pre> graph TD     E[EVALUATION OF RECORDS] --&gt; APPROVED3{APPROVED}     APPROVED3 -- YES --&gt; Cont2a[Cont. to page 2]     APPROVED3 -- NO --&gt; Return2[Return to the Applicant]           </pre>	RECORDS CUSTODIAN/REGISTRAR: * CHECK AND VALIDATE THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE SRF AGAINST THE AVAILABLE SCHOOL RECORDS. * IF UNMATCHED AS TO NAME/ DATE OF BIRTH, CLARIFY THE DISCREPANCY/IES WITH THE APPLICANT AND REQUIRE HIM/HER TO SUBMIT DULY AUTHENTICATED BIRTH CERTIFICATE (BC) ISSUED BY PHILIPPINE STATISTICS AUTHORITY (PSA).	NOT MORE THAN TEN (10) MINUTES	CAV FORM "3" (INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC SCHOOL RECORDS)
<div style="display: flex; justify-content: space-around;"> <span>Cont. to page 2</span> <span>Cont. to page 2</span> </div>			



## PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>STEP 4</p> <pre> graph TD     A([Cont. from page 1]) --&gt; B[SECURING/SUBMISSION OF BIRTH CERTIFICATE]     B --&gt; C[RE-EVALUATION OF RECORDS]     C --&gt; D{MATCHED}     D -- YES --&gt; E[APPROVAL OF RF]     D -- NO --&gt; F[LEGAL UNIT OF THE REGIONAL OFFICE]     F --&gt; G{STEP 1}                     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR: * IF THE UNMATCHED RECORDS PERSIST, INDORSE THE APPLICANT TO THE LEGAL UNIT OF THE REGIONAL OFFICE FOR PROPER DISPOSITION.</p>		<p>CAV FORM "3" (INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC SCHOOL RECORDS)</p>
<p>STEP 5</p> <pre> graph TD     E[APPROVAL OF RF] --&gt; H[APPROVED ASR AND CERTIFICATION]     H --&gt; I[ASR DULY CERTIFIED AND SEALED]     I --&gt; J([Cont. to page 3])                     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR: * PREPARE THE ACADEMIC SCHOOL RECORDS AND CERTIFICATION AND AFFIX HIS/HER INITIALS.</p> <p>SCHOOL HEAD: * REVIEW THE ACCURACY AND VERACITY OF THE ACADEMIC SCHOOL RECORDS AND REQUEST FORM.</p> <p>RECORDS CUSTODIAN/REGISTRAR: * IF IN ORDER, SIGNS AND APPROVES THE ASR AND CERTIFICATION AND PREPARES INDORSEMENT FOR TRANSMITTAL TO THE RO.</p> <p>SCHOOL HEAD: * IF NOT IN ORDER, RETURN TO RECORDS CUSTODIAN/ REGISTRAR FOR APPROPRIATE ACTION UNTIL THE NOTED DISCREPANCY/IES IS CLARIFIED AND RECTIFIED.</p>	<p>NOT MORE THAN THIRTY (30) MINUTES</p> <p>TEN (10) MINUTES</p> <p>TEN (10) MINUTES</p> <p>TEN (10) MINUTES</p>	<p>CAV FORM "4" (CERTIFICATE OF ENROLMENT/ COMPLETION/ GRADUATION)</p> <p>CAV FORM "5" (SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE)</p>



## PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>STEP 6</p> <p>Cont. from page 2</p> <pre> graph TD     A([Cont. from page 2]) --&gt; B[RELEASE OF CERTIFICATION]     B -- "ADVANCE INFORMATION OF CAV REQUEST" --&gt; C([REGIONAL OFFICE])     B --&gt; D[RECORDING AND MAINTENANCE OF CERTIFICATION]     D --&gt; E([END])                     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR:</p> <ul style="list-style-type: none"> <li>* RELEASE THE APPROVED ASR AND CERTIFICATION IN TWO (2) COPIES AND SEALED ENVELOPE TO THE APPLICANT TOGETHER WITH THE INDORSEMENT FOR TRANSMITTAL TO THE REGIONAL OFFICE:                             <ul style="list-style-type: none"> <li>&gt; ORIGINAL AND DUPLICATE COPY OF THE CERTIFICATION</li> <li>&gt; TWO (2) CERTIFIED TRUE COPIES OF THE ASR.</li> </ul> </li> <li>* UPDATE LIST OF APPROVED CAV REQUEST.</li> </ul> <p>SCHOOL HEAD:</p> <ul style="list-style-type: none"> <li>* THE SCHOOL HEAD SHALL IMMEDIATELY INFORM THE REGIONAL OFFICE ABOUT THE CAV REQUESTS DULY APPROVED IN THE SCHOOL THRU ANY OF THE FOLLOWING MEANS:                             <ol style="list-style-type: none"> <li>1. E-MAIL</li> <li>2. TEXT MESSAGES</li> <li>3. FAX</li> </ol> </li> <li>NOTE: SCHOOLS AND REGIONAL OFFICES SHALL PROVIDE UPDATED LIST OF DULY AUTHORIZED E-MAIL ADDRESS AND CONTACT NUMBERS.</li> </ul>	THREE (3) MINUTES	CAV FORM "6" (LIST OF APPROVED CAV REQUEST)
<p>STEP 7</p> <pre> graph TD     D[RECORDING AND MAINTENANCE OF CERTIFICATION] --&gt; E([END])                     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR:</p> <ul style="list-style-type: none"> <li>* RECORD THE RELEASE AND MAINTAINS FILES OF ASR AND CERTIFICATION DULY ACKNOWLEDGE BY THE APPLICANT.</li> </ul>		



PROCEDURES ON THE PROCESSING OF CAV - DIVISION LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 1</b> 	DIVISION RECORDS OFFICER: * RECEIVE SCHOOL REFERRAL FORM (SRF)	TWO (2) MINUTES	CAV FORM "2" (SCHOOL REFERRAL TO DIVISION OFFICE)
<b>STEP 2</b> 	DIVISION RECORDS OFFICER: * SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORDS (ASR) AS REQUESTED BY THE SCHOOL. * IF AVAILABLE, PROCEED TO STEP 3  DIVISION RECORDS OFFICER: * IF NOT AVAILABLE, INFORM THE REQUESTING SCHOOL THAT IT HAS NO RECORD THRU A CERTIFICATION OF NON-AVAILABILITY OF ASR.	THIRTY (30) MINUTES   FIFTEEN (15) MINUTES	CAV FORM "3" (CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC SCHOOL RECORDS IN THE DIVISION OFFICE)
<b>STEP 3</b> 	DIVISION RECORDS OFFICER: * CHECK AND VALIDATES THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE RF. * IF MATCHED, PROCEED TO STEP 4 * IF UNMATCHED, INDICATE THE DISCREPANCY/IES NOTED DURING THE EVALUATION OF RECORDS.	TEN (10) MINUTES	
<b>STEP 4</b> 	DIVISION RECORDS OFFICER: * IF MATCHED, RELEASE THE ASR TO THE REQUESTING SCHOOL WITH PROPER INDORSEMENT.	FIFTEEN (15) MINUTES	CAV FORM "8" (RETURN INDORSEMENT OF SCHOOLS DIVISION OFFICE TO THE SCHOOL)
	DIVISION RECORDS OFFICER: * IF UNMATCHED, ISSUE THE CERTIFICATION STATING THE NOTED DISCREPANCY/IES.	FIFTEEN (15) MINUTES	CAV FORM "9" (CERTIFICATION OF DISCREPANCY/IES)
	DIVISION RECORDS OFFICER: * THE DIVISION RECORDS OFFICER SHALL IMMEDIATELY INFORM THE REGIONAL OFFICE ABOUT THE CAV REQUESTS DULY APPROVED IN THE DIVISION THRU ANY OF THE FOLLOWING MEANS: 1. E-MAIL 2. TEXT MESSAGES 3. FAX NOTE: DIVISIONS & REGIONAL OFFICES SHALL PROVIDE UPDATED LIST OF DULY AUTHORIZED E-MAIL ADDRESS AND CONTACT NUMBERS.		CAV FORM "6" (LIST OF APPROVED CAV REQUEST)
<b>STEP 5</b> 	DIVISION RECORDS OFFICER: * RECORD THE RELEASE AND MAINTAIN FILES OF ASR AND INDORSEMENT DULY ACKNOWLEDGED BY THE APPLICANT.	FIVE (5) MINUTES	CAV FORM "14" (LIST OF APPROVED CAV REQUEST)



**PROCEDURES ON THE PROCESSING OF CAV  
RESULTS OF RATING ON ALTERNATIVE LEARNING SYSTEMS (ALS) A&E TEST  
AND PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 1</b> 	<b>DIVISION RECORDS OFFICER (DRO):</b> * RECEIVES REQUEST FORM (RF)	UPON PRESENTATION OF THE REQUEST FORM	CAV FORM "10" (REQUEST FORM [RF] FOR ALS A&E AND PEPT RATINGS)
<b>STEP 2</b> 	<b>DIVISION RECORDS OFFICER (DRO):</b> * CHECK THE COMPLETENESS OF INFORMATION AND REQUIREMENTS REQUIRED IN THE RF.	FIVE (5) MINUTES	
<b>STEP 3</b> 	<b>DIVISION RECORDS OFFICER (DRO):</b> * SEARCH FOR THE RESULT OF RATING AS REQUESTED BY THE APPLICANT.  <b>DIVISION RECORDS OFFICER (DRO):</b> * IF A&E RATING IS NOT AVAILABLE, INFORM THE APPLICANT THAT THE DIVISION OFFICE HAS NO RECORD; AND COORDINATION WILL BE MADE BY THE DIVISION RECORDS OFFICER WITH THE DIVISION ALS COORDINATOR WHO, IN-TURN, WILL MAKE THE NECESSARY VERIFICATION WITH THE BUREAU OF EDUCATION ASSESSEMENT (BEA), DEPED CENTRAL OFFICE. * IF PEPT RATING IS NOT AVAILABLE INFORM THE APPLICANT THAT THE DIVISION OFFICE HAS NO RECORD; AND COORDINATION WILL BE MADE BY THE DIVISION RECORDS OFFICER WITH THE BUREAU OF EDUCATION ASSESSEMENT (BEA), DEPED CENTRAL OFFICE.	TEN (10) MINUTES  WITHIN ONE (1) HOUR	
<b>STEP 4</b> 	<b>DIVISION RECORDS OFFICER (DRO):</b> * IF WITH NEGATIVE VERIFICATION, INFORM THE APPLICANT ACCORDINGLY AND ISSUE A CERTIFICATION OF NON-AVAILABILITY OF RATING.	(UPON RECEIPT OF THE INFORMATION FROM BEA)  NOT MORE THAN THIRTY (30) MINUTES	CAV FORM "11" (CERTIFICATION OF NON-AVAILABILITY OF RATING - A&E/PEPT)

Cont. to page 2


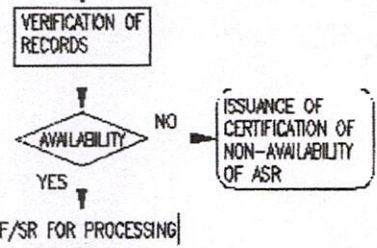
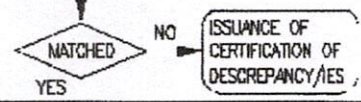
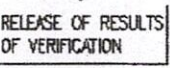
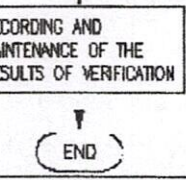
PAGE 1 OF 2



**PROCEDURES ON THE PROCESSING OF CAV  
RESULTS OF RATING ON ALTERNATIVE LEARNING SYSTEMS (ALS) A&E TEST  
AND PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>Cont. from page 1</p> <p>↓</p> <p>APPROVED ASR AND RF</p> <p>↓</p> <p>ASR DULY CERTIFIED AND SEALED</p>	<p>SCHOOLS DIVISION SUPERINTENDENT (SDS):</p> <p>* CHECKS THE ACCURACY AND VERACITY OF THE ASR AND RF.</p>		CAV FORM "12" (CERTIFICATION OF RATING - A&E/PEPT)
	<p>SCHOOLS DIVISION SUPERINTENDENT (SDS):</p> <p>* IF IN ORDER, SIGN AND APPROVE THE ASR AND CERTIFICATION AND PREPARES INDORSEMENT FOR TRANSMITTAL TO THE RO.</p>	NOT MORE THAN FIVE (5) MINUTES	CAV FORM "13" (DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE)
	<p>DIVISION RECORDS OFFICER (DRO):</p> <p>* IF NOT IN ORDER, RETURN TO DRO FOR APPROPRIATE ACTION UNTIL THE NOTED DISCREPANCY/IES IS CLARIFIED AND RECTIFIED.</p>	NOT MORE THAN TEN (10) MINUTES	
<p>STEP 5</p> <p>↓</p> <p>RELEASE OF CERTIFICATION</p>	<p>DIVISION RECORDS OFFICER (DRO):</p> <p>* RELEASE THE APPROVED ASR AND CERTIFICATION IN TWO (2) COPIES AND IN SEALED ENVELOPE TO THE APPLICANT FOR TRANSMITTAL TO THE REGIONAL OFFICE:</p> <p>&gt; ORIGINAL AND DUPLICATE COPY OF THE CERTIFICATION</p> <p>&gt; TWO (2) CERTIFIED TRUE COPIES OF THE ASR.</p>	NOT MORE THAN FIVE (5) MINUTES	
<p>STEP 6</p> <p>↓</p> <p>RECORDING AND MAINTENANCE OF CERTIFICATION</p> <p>↓</p> <p>END</p>	<p>DIVISION RECORDS OFFICER (DRO):</p> <p>* RECORD THE RELEASE AND MAINTAIN FILES OF ASR AND INDORSEMENT DULY ACKNOWLEDGE BY THE APPLICANT.</p>	FIVE (5) MINUTES	CAV FORM 14 (LIST OF APPROVED CAV REQUEST)



PROCEDURES ON THE PROCESSING OF CAV - DIVISION LEVEL (SCHOOLS THAT CEASED OPERATION)			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 1</b> 	DIVISION RECORDS OFFICER: * RECEIVE REQUEST FORM (RF)	TWO (2) MINUTES	CAV FORM "1" REQUEST FORM (RF)
<b>STEP 2</b> 	DIVISION RECORDS OFFICER: * SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORDS. * IF AVAILABLE, PROCEED TO STEP 3  DIVISION RECORDS OFFICER: * IF NOT AVAILABLE, INFORM THE APPLICANT ACCORDINGLY AND ISSUE CERTIFICATION.	THIRTY (30) MINUTES   FIFTEEN (15) MINUTES	CAV FORM "2" (CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC SCHOOL RECORDS IN THE DIVISION OFFICE)
<b>STEP 3</b> 	DIVISION RECORDS OFFICER: * CHECK AND VALIDATE THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE RF. * IF MATCHED, PROCEED TO STEP 4 * IF UNMATCHED, INDICATE THE DISCREPANCY/IES NOTED DURING THE EVALUATION OF RECORDS.	TEN (10) MINUTES	
<b>STEP 4</b> 	DIVISION RECORDS OFFICER: * IF MATCHED, RELEASE THE ASR TO THE REGIONAL OFFICE WITH PROPER INDORSEMENT.  DIVISION RECORDS OFFICER: * IF UNMATCHED, ISSUE THE CERTIFICATION STATING THE NOTED DISCREPANCY/IES.  DIVISION RECORDS OFFICER: * THE DIVISION RECORDS OFFICER SHALL IMMEDIATELY INFORM THE REGIONAL OFFICE ABOUT THE CAV REQUESTS DULY APPROVED IN THE DIVISION THRU ANY OF THE FOLLOWING MEANS: 1. E-MAIL 2. TEXT MESSAGES 3. FAX NOTE: DIVISIONS & REGIONAL OFFICES SHALL PROVIDE UPDATED LIST OF DULY AUTHORIZED E-MAIL ADDRESS AND CONTACT NUMBERS.	FIFTEEN (15) MINUTES  FIFTEEN (15) MINUTES	CAV FORM "3" (DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE)  CAV FORM "3" (CERTIFICATION OF DISCREPANCY/IES)  CAV FORM "5" (LIST OF APPROVED CAV REQUEST)
<b>STEP 5</b> 	DIVISION RECORDS OFFICER: * RECORD THE RELEASE AND MAINTAINS FILES OF RESULTS OF VERIFICATION DULY ACKNOWLEDGE BY THE APPLICANT.	FIVE (5) MINUTES	CAV FORM "14" (LIST OF APPROVED CAV REQUEST)



PROCEDURES ON THE PROCESSING OF CAV - REGIONAL LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 1</b> 	REGIONAL RECORDS OFFICER (RRO): * RECEIVE CAV APPLICATION FORM (CAF)	UPON PRESENTATION OF THE REQUEST FORM	CAV FORM 15 (CAV APPLICATION FORM)
<b>STEP 2</b> 	REGIONAL RECORDS OFFICER: * REVIEW THE COMPLETENESS OF INFORMATION IN THE CAF. * OPEN THE SEALED ENVELOPE CONTAINING REQUIREMENTS REQUIRED IN THE CAF * VALIDATE CAF AGAINST THE MESSAGE RECEIVED FROM THE SCHOOL HEAD CONCERNED. * CHECK VERACITY OF THE SIGNATURE OF THE SCHOOL HEAD. NOTE: SCHOOL HEADS SHALL SUBMIT YEARLY THEIR SPECIMEN SIGNATURE CARDS TO THEIR RESPECTIVE DIVISION OFFICES.	TWENTY (20) MINUTES	
<b>STEP 3</b> 	REGIONAL RECORDS OFFICER: * IN CASES OF DIPLOMA AND CERTIFICATE OF GRADUATION, CHECK THE SPECIAL ORDER (S.O.) NUMBER INDICATED THEREIN AGAINST THE RECORDS ON FILE IN THE REGIONAL OFFICE. * IF UNMATCHED, INFORM THE APPLICANT ACCORDINGLY WITH PROPER ADVISE AS TO OTHER COURSES OF ACTIONS HE/ SHE MAY TAKE.	TEN (10) MINUTES	
<b>STEP 4</b> 	REGIONAL RECORDS OFFICER: * PREPARE THE CAV * CHECK THE COMPLETENESS AND ACCURACY OF THE CAV. * IF THE APPLICANT FINDS SOME INFORMATION LACKING AND/OR INACCURATE, THE RRO SHALL MAKE THE NECESSARY UPDATE/ CORRECTION. * IF IN ORDER AND APPLICANT IS HIMSELF/HER/SELF THE SUBJECT OF CAV, THE RRO SHALL CAPTURE HIS/HER PHOTO; IF IN ORDER BUT THE APPLICANT IS REPRESENTED BY AN AUTHORIZED REPRESENTATIVE, ATTACHED THE PICTURE OR PHOTO IN THE CAV AND THE RRO SHALL SCAN THE PHOTO. * AFFIX INITIAL IN THE CAV FORM.	THIRTY (30) MINUTES  FIVE (5) MINUTES  TEN (10) MINUTES  TEN (10) MINUTES	CAV FORM 16 (CERTIFICATION, AUTHENTICATION AND VERIFICATION)    
<div>Cont. to page 2</div> <div>PAGE 1 OF 2</div>			



PROCEDURES ON THE PROCESSING OF CAV - REGIONAL LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<b>STEP 4</b> <pre> graph TD     A([Cont. from page 1]) --&gt; B[ISSUANCE OF CLAIM STUB]     B --&gt; C[APPROVED CAV]           </pre>	<b>REGIONAL RECORDS OFFICER:</b> * ISSUE CLAIM STUB FOR DFA AUTHENTICATION. <b>NOTE:</b> <i>THE DATE OF RELEASE AT THE DFA THAT MUST BE INDICATED IN THE CLAIM STUB SHOULD BE EIGHT (8) WORKING DAYS FROM RECEIPT OF THE APPLICATION IN THE REGIONAL OFFICE.</i>	FIVE (5) MINUTES	DFA CLAIM STUB
	<b>REGIONAL RECORDS OFFICER:</b> * FORWARD THE CAV TO THE APPROVING OFFICER AS DEFINED UNDER SECTION III OF THIS PPG IN THE ORDER OF THEIR AUTHORITY.	TWO (2) MINUTES	
	<b>RD, ARD and CAO:</b> * SIGN THE CAV.	WITHIN TWO (2) HOURS	
<b>STEP 5</b> <pre> graph TD     A[PREPARATION OF MASTER LIST.] --&gt; B[SCANNING OF APPROVED CAVs]     B --&gt; C[e-DOCUMENTS STORAGE]     B --&gt; D[RELEASE OF CERTIFICATION]     D --&gt; E[DEPARTMENT OF FOREIGN AFFAIRS (DFA)]     D --&gt; F[RECORDING AND MAINTENANCE OF CERTIFICATION]     F --&gt; G([END])           </pre>	<b>REGIONAL RECORDS OFFICER:</b> * PREPARE THE MASTER LIST OF DULY APPROVED CAVs. <b>NOTE:</b> <i>ORIGINAL COPY - DFA; DUPLICATE COPY - REGIONAL OFFICE</i>	WITHIN TWO (2) HOURS	CAV FORM 17 (CERTIFICATION OF ENGLISH AS MEDIUM OF INSTRUCTION)
	<b>REGIONAL RECORDS OFFICER:</b> * E-MAIL TO DFA (ff.fetalco@oca.dfa.gov.ph or authenticationdfa@gmail.com) THE MASTER LIST OF DULY APPROVED CAVs. * FILING AND STORAGE OF e-DOCUMENTS/PHOTOCOPY OF APPROVED CAV. * UPDATE REGISTER CAV REQUESTS.	WITHIN THE DAY	
	<b>DFA OFFICIAL COURIER:</b> * RECEIVE THE ORIGINAL COPY OF MASTER LIST AND CAVs FOR TRANSMITTAL TO DFA. * CHECK COMPLETENESS OF THE DOCUMENTS AGAINST THE MASTER LIST. * IF COMPLETE, SEAL THE ENVELOPE. * IF INCOMPLETE, RECONCILE WITH THE RRO.	DAILY	MASTER LIST OF DOCUMENTS FOR DFA AUTHENTICATION
<b>RECORDING AND MAINTENANCE OF CERTIFICATION</b> <pre> graph TD     A[RECORDING AND MAINTENANCE OF CERTIFICATION] --&gt; B([END])           </pre>	<b>REGIONAL RECORDS OFFICER:</b> RECORD THE RELEASE AND MAINTAINS FILES OF CAV DULY ACKNOWLEDGE BY THE DFA OFFICIAL COURIER.	FIVE (5) MINUTES	



#### **D. ELEVATION AND RESOLUTION OF ISSUES, CONCERNS AND PROBLEMS**

Any issues, concerns, or problems arising from the interpretation and / or implementation of any provisions in this PPG, and those that are not properly covered herein, shall be appropriately elevated to the Director of the Administrative Service, DepEd Central Office for proper disposition.

For this purpose, the elevation mechanism herein provided shall follow the proper level of authority and certification laid down in this PPG.

#### **VI. MONITORING AND EVALUATION**

Strict compliance of this policy by all units and personnel concerned shall be regularly monitored by the DepEd Central Office, thru its Project Manager - Records Division, Administrative Service. Proper coordination with the Department of Foreign Affairs shall also be undertaken by the said Office for the determination of the level of observance of the established protocols set forth herein, specifically in the areas of processing time effectiveness and for any incidence of fraudulent certifications.

Proper evaluation of the effectiveness and efficiency of this PPG in addressing all matters covered herein shall also be undertaken in order to further improve its service mechanisms as appropriately provided.

It is herein provided that appropriate trainings and seminars for all certifying officers identified in this PPG shall be conducted within two (2) months from the effectivity hereof. The Records Division – Administrative Service, DepEd Central Office shall extend the necessary proper guidance and support accordingly.

#### **VII. REFERENCES**

**Republic Act No. 10533, s. 2013** – *“An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Numbers of Years for Basic Education, Appropriating Funds Therefore and for Other Purposes”*

**Executive Order No. 292, s. 1987** – *“Instituting the Administrative Code of 1987”*

**Executive Order No. 252, s. 2000** – *“Establishing the Inter-Agency Committee on Philippine Schools Overseas, Defining its Composition, Structure, and Functions”*

**Executive Order No. 582, s. 2006** – *“Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs”*

**Vienna Convention of 1963 on consular relation**

**DepEd Order No. 61, s. 1975** – *“Issuance of Special Order for Graduation”*



**DepEd Order No. 16, s. 2003** – *“Issuance of Transferees from Philippine Schools Overseas”*

**DepEd Order No. 63, s. 2004** – *“Revocation Fees for Certification, Authentication and Verification (CAV)”*

**DepEd Order No. 88, s. 2010** – *“2010 Revised Manual of Regulations for Private Schools in Basic Education”*

**DepEd Order No. 54, s. 2016** – *“Guidelines on the Request and Transfer of Learner's School Records”*

**DepEd Order No. 55, s. 2016** – *“Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program”*

**DepEd Order No. 72, s. 2016** – *“Department of Education People's Freedom of Information Manual and Implementing Details”*

**DepEd Memorandum No. 53, s. 2007** – *“Creation of a task force on Certification/ Authentication/ Verification (CAV) of Elementary and Secondary Education Diploma and Official Transcript of Records”*

**DepEd Memorandum No. 315, s. 2007** – *“Orientation on the use of the Records Management Operations Manual and Standard Procedures on the Processing of Certification, Authentication and Verification (CAV) Of School Records”*

**DepEd Memorandum No. 338, s. 2007** – *“Addenda to DepEd Memorandum No. 315, S. 2007 (Orientation on the use of the Records Operations Manual and Standard Procedures on the Processing of Certification, Authentication, and Verification (CAV) of School Records)”*

**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”*

**DepEd Memorandum No. 62, s. 2016** – *“Change in 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)”*

**DepEd Memorandum No. 188, s. 2016** – *“Modified Format of the Claim Stub for Department of Foreign Affairs Authentication”*

**DepEd Records Management Operations Manual**

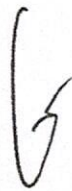
**DepEd Vision and Mission**

**DepEd 10-Point Agenda by Secretary Leonor Magtolis – Briones**



## VIII. EFFECTIVITY

This PPG shall take effect immediately.





## **IX. FORMS**

For the purpose of this Order, the following Forms shall be used in processing of CAV transactions:

**Annex A** - CAV Form 1 - Request Form (RF)

**Annex B** - CAV Form 2 - School Referral to Division Office

**Annex C** - CAV Form 3 - Indorsement for Correction of Entries in the Academic School Records (ASR)

**Annex D** - CAV Form 4 – Certification of Enrolment / Completion / Graduation

**Annex E** - CAV Form 5 – School Transmittal to the Regional Office

**Annex F** - CAV Form 6 – List of Approved CAV Request

**Annex G** - CAV Form 7 – Certification of Non-availability of Academic School Records in the Division Office

**Annex H** - CAV Form 8 - Return Indorsement of the Schools Division Office to the School

**Annex I** - CAV Form 9 – Certification of Discrepancy / ies

**Annex J** - CAV Form 10 – Request Form (RF) for ALS A&E and PEPT Ratings

**Annex K** - CAV Form 11 – Certification of Non-availability of the Rating (A&E and PEPT)

**Annex L** - CAV Form 12 – Certification of Rating (A&E / PEPT)

**Annex M** - CAV Form 13 – Division Office Transmittal to the Regional Office

**Annex N** - CAV Form 14 – List of Approved CAV Request

**Annex O** - CAV Form 15 - CAV Application Form

**Annex P** - CAV Form 16 – CAV

Claim Stub for DFA Authentication

Master List of Documents for DFA Authentication

**Annex Q** - CAV Form 17 - Certification of English as Medium of Instruction

All units and personnel concerned shall be provided with soft copy of the Forms herein prescribed for uniform use.



## 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<br>ALLOWANCE/ TUITION FEES OF<br>CHILDREN OF OFWs |  |
| <input type="checkbox"/> SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA |   |  |

Signature Over Printed Name  
(Applicant / Representative)



CAV FORM 2 - SCHOOL REFERRAL TO DIVISION OFFICE

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

**1st Indorsement**

Date \_\_\_\_\_

Respectfully forwarded to the Schools Division Superintendent, Division of \_\_\_\_\_, requesting for assistance in securing a certified true copy of *School Form 18 (now School Form 5)* for reconstruction of Form 137 in relation to the herein attached request of Name of Learner, who claims to be a graduate of / student in Name of School during the School Year \_\_\_\_\_. The said record, despite diligent search, is not available in this Office.

For the preferential appropriate action of the Schools Division Superintendent.

Signature Over Printed Name  
(School Head/Principal)

Attached: as stated.

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**CAV FORM 3 - INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC  
SCHOOL RECORDS**

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

**1st Indorsement**  
Date \_\_\_\_\_

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_,  
(address) \_\_\_\_\_, (Attention: Attorney IV, Legal Unit) requesting for  
assistance in the Correction of Entries in the Academic School Records of Name of  
Learner, a graduate of / student in Name of School during the School Year \_\_\_\_\_.

For ready reference and perusal, attached are the following documents / records:

1. Certificate of Live Birth (issued by Philippine Statistics Authority);
2. Affidavit of Discrepancy;
3. Affidavit of two (2) Disinterested Persons;
4. Form-137; and
5. 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 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.***



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.



## 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)



**CAV FORM 7 – CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC  
SCHOOL RECORDS IN THE DIVISION OFFICE**

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

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that after due verification, there is no available records on file in this Office of the requested Academic School Records (ASR) of Name of Learner.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Division Certifying Officer)



**CAV FORM 8 - RETURN INDORSEMENT OF SCHOOLS DIVISION OFFICE  
TO THE SCHOOL**

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

**2nd Indorsement**  
Date

Respectfully returned to Name of School Principal, Name of School, address of school, the attached *School Form 18 (now School Form 5)* in connection with the request for Academic School Records (ASR) of Name of Learner, a graduate of / student in that school.

For the preferential appropriate action of the School Principal.

Signature Over Printed Name  
(Division Certifying Officer)

**Attached: as stated.**

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CAV FORM 9 – CERTIFICATION OF DISCREPANCY / IES

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

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on the duly verified *School Form 18 (now School Form 5)* on file in this Office, copy attached, the discrepancy / ies marked (✓) below has / have been noted in the Academic School Records (ASR) of Name of Learner, that school:

( ) Name: \_\_\_\_\_  
( ) Date of Birth: \_\_\_\_\_  
( ) Place of Birth: \_\_\_\_\_  
( ) School Year of Attendance: \_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Division Certifying Officer)

Attached: as stated.



## CAV FORM 10 – REQUEST FORM (RF) FOR ALS A&amp;E AND PEPT RATINGS

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

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

## REQUEST FORM FOR RESULTS OF RATING ON:

( ) Alternative Learning Systems Accreditation & Equivalency Test

( ) Philippine Educational Placement Test

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

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

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

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

DATE OF EXAMINATION: \_\_\_\_\_

PLACE OF EXAMINATION: \_\_\_\_\_

PURPOSE: (Please check any of the following):

- ☐ EMPLOYMENT ABROAD ☐ FIANCE VISA ☐ STUDENT VISA  
☐ SEAMAN'S BOOK/SRC ☐ TOURIST VISA ☐ DESCENDANT'S VISA  
☐ MIGRATION ABROAD ☐ REIMBURSEMENT OF EDUCATIONAL  
ALLOWANCE/ TUITION FEES OF  
CHILDREN OF OFWs  
☐ SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name  
(Applicant / Representative)



**CAV FORM 11 – CERTIFICATION OF NON-AVAILABILITY OF RATING  
(A&E / PEPT)**

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

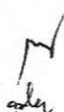
**CERTIFICATION**

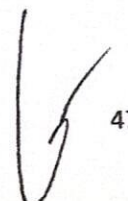
**TO WHOM IT MAY CONCERN:**

This is to certify that after due verification, there is no available records on file in this Office of the requested Results of Rating on ( ) Alternative Learning Systems Accreditation and Equivalency Test ( ) Philippine Educational Placement Test of Name of Learner.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Division Records Officer)



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CAV FORM 12 – CERTIFICATION OF RATING (A&E / PEPT)

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

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that, after due verification, the following information marked  
(√) below pertaining to Name of Learner, appear in the records of this Office:

( ) he / she passed the Alternative Learning Systems Accreditation and  
Equivalency (ALS A & E) Test for Elementary / Secondary Level administered  
on \_\_\_\_\_; and he / she has the competencies comparable to that of a  
Elementary / Secondary graduate in the formal school system and as such, is  
eligible to enter secondary / tertiary education.

( ) he / she took the Year Philippine Educational Placement Test (PEPT)  
given at \_\_\_\_\_ with Examinee Number \_\_\_\_\_ which indicate  
that he / she has met the basic academic requirements of Year Level in the  
Elementary / Secondary Level; and he / she, therefore, is eligible for  
admission to Year Level subject to the satisfaction of other school admission  
requirements.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may  
serve.

Signature Over Printed Name  
(Schools Division Superintendent)

*alr*

*6*



CAV FORM 13 - DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE

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

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 Academic School Records.

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

( ) Certification of Results of Rating  
    ( ) ALS A&E  
    ( ) PEPT

( ) Diploma

( ) Form 137

( ) Others: \_\_\_\_\_

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(Schools Division Superintendent)

Attached: as stated.

ah

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## CAV FORM 14 - 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

xxx nothing follows xxx

Submitted by:

Signature Over Printed Name  
(Schools Division Superintendent)



## CAV FORM 15 - CAV APPLICATION FORM

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

Control No.: \_\_\_\_\_

Date of Application: \_\_\_\_\_

## CAV APPLICATION FORM

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

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

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

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

NAME OF SCHOOL: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_

PURPOSE: (Please check any of the following):

- ☐ EMPLOYMENT ABROAD    ☐ FIANCE VISA    ☐ STUDENT VISA
- ☐ SEAMAN'S BOOK / SRC    ☐ TOURIST VISA    ☐ DESCENDANT'S VISA
- ☐ MIGRATION ABROAD    ☐ REIMBURSEMENT OF EDUCATIONAL  
ALLOWANCE/ TUITION FEES OF  
CHILDREN OF OFWs
- ☐ SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name  
(Applicant / Representative)

## (TO BE FILLED-UP BY THE REGIONAL OFFICE)

Requirements	Graduates		Undergraduates	
	Public	Private	Public	Private
1. Student Permanent Record (Form 137)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Completion / Graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Special Order		<input type="checkbox"/>		
5. Certificate of Accreditation (for PAASCU Accredited Schools)		<input type="checkbox"/>		
6. Transmittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ALS A& E / PEPT	<input type="checkbox"/>		<input type="checkbox"/>	
a. Certification from BEA	<input type="checkbox"/>		<input type="checkbox"/>	
b. Rating	<input type="checkbox"/>		<input type="checkbox"/>	
c. Certification from Division Office	<input type="checkbox"/>		<input type="checkbox"/>	
8. Passport Size Picture (2 pcs.)*	<input type="checkbox"/>		<input type="checkbox"/>	
9. Documentary Stamp	<input type="checkbox"/>		<input type="checkbox"/>	

\* If the applicant is not the learner himself / herself



## CAV FORM 16 - CAV FORM

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

ATTACH PASSPORT  
SIZE ID PICTURE

## CERTIFICATION, AUTHENTICATION AND VERIFICATION

DATE: \_\_\_\_\_  
CAV No.: \_\_\_\_\_  
Series of 20 \_\_\_\_\_

## TO WHOM IT MAY CONCERN:

This is to certify that, based on duly verified available records on file, the following information pertaining to Name of Learner appear, to wit:

( ) he / she completed the academic requirements of the Department of Education for graduation from the course \_\_\_\_\_ in the School Year \_\_\_\_\_ in Name of School, as evidenced by herein attached marked (✓) below:

- ( ) Student Permanent Record (Form 137)
- ( ) Diploma
- ( ) Certification of Special Order

( ) he / she completed the academic requirements of the Department of Education for Grade \_\_\_\_ / Year Level \_\_\_\_ of the Elementary / Secondary course \_\_\_\_\_ in the School Year \_\_\_\_\_ in Name of School, as evidenced by herein attached Student Permanent Record (Form 137).

( ) he / she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A & E) Test for Elementary / Secondary Level administered on \_\_\_\_\_: and he / she has the competencies comparable to that of a Elementary / Secondary graduate in the formal school system and as such, is eligible to enter secondary / tertiary education as evidenced by herein attached Certification of Rating and Diploma.

( ) he / she took the Year Philippine Educational Placement Test (PEPT) given at \_\_\_\_\_ with Examinee Number \_\_\_\_\_ which indicate that he / she has met the basic academic requirements of Year Level in the Elementary / Secondary Level: and he / she, therefore, is eligible for admission to Year Level subject to the satisfaction of other school admission requirements as evidenced by herein attached Certificate of Rating.

This Office further certifies the veracity and authenticity of the attached records herewith; and issued in connection with the application of Name of Applicant for \_\_\_\_\_ purposes.

Signature Over Printed Name  
(Regional Director)

Not valid without official seal,  
with erasure or alteration



## CAV FORM 17 – CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION

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

## CERTIFICATION

## TO WHOM IT MAY CONCERN:

This is to certify that Name of Learner with Learner Reference Number \_\_\_\_\_ has satisfactorily completed / graduated from the Elementary / Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School: \_\_\_\_\_
2. School address: \_\_\_\_\_
3. Grade level completed: \_\_\_\_\_ : School Year completed: \_\_\_\_\_
4. Graduated on: \_\_\_\_\_ : School Year graduated: \_\_\_\_\_
5. Special Order Number\*: \_\_\_\_\_ : Date: \_\_\_\_\_

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

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.*