



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
District/School Administrative Officers
School Records Custodians
All Others Concerned

From:  **LYNN G. MENDOZA**
OIC, Schools Division Superintendent

Subject: **REITERATION OF THE GUIDELINES ON THE CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS IN DEPED MIMAROPA REGIONAL OFFICE**

Date: October 15, 2024

Attached is Regional Memorandum No. 148, s.2024 from Nicolas T. Capulong, PhD, CESO III, Director IV, Regional Director dated October 10, 2024, on the above cited subject for information, reference, and guidance of all concerned.

Relative to this, Public and Private Elementary and Secondary Schools are hereby directed to strictly implement DepEd Order No. 48, s.2017 titled Procedural Guidelines on the Certification, Authentication, and Verification of Basic Education School Records.

For immediate dissemination and strict compliance.

OSDS/Records

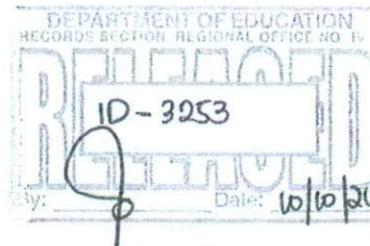
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Lead to Excel, Excel to Lead."*



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of Regional Director

October 10, 2024

REGIONAL MEMORANDUM

No. 148, s. 2024

**REITERATION OF THE GUIDELINES ON THE CERTIFICATION,
AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL
RECORDS IN DEPED MIMAROPA REGIONAL OFFICE**

TO: **ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
RECORDS OFFICERS
SCHOOL HEADS OF PUBLIC AND PRIVATE SCHOOLS
ALL OTHERS CONCERNED**

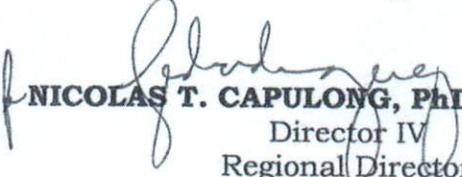
1. To avoid instances of delayed and protracted CAV-related transactions due to incomplete and / or erroneous documentary requirements submitted to the Regional Office, all Schools Division Offices, Public and Private Elementary and Secondary Schools are hereby directed to strictly implement DepEd Order No. 48, s. 2017 titled Policy and Procedural Guidelines on the Certification, Authentication, and Verification of Basic Education School Records.
2. Only the School Head or the Division Records Officer as authorized personnel are allowed to send processed CAV documents via email at mimaropa.region@deped.gov.ph for pre-evaluation and checking before handing the hardcopy of said documents to the applicants in a sealed envelope.
3. CAV Applications that are complete and properly endorsed by the School or Schools Division Office only shall be processed at the Regional Office thru the Records Section. Applications and transactions made via unofficial communication platforms are deemed invalid. CAV is free of charge.
4. Reconstruction of destroyed, damaged or lost school records shall be strictly based on the processes stipulated in the page 9 of DO 48 s. 2017. Retyping or re-encoding of such record is discouraged.
5. In the certifications, secondary education levels for learners under the K to 12 Curriculum should be from Grades 7 to 12 while learners under the Basic Education Curriculum is from 1st Year to 4th Year. Erasures and alteration in the CAV documents are not allowed.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



6. Learners Reference Number must be indicated in the school records and certification for applicants who attended school from SY 2012 – 2013 and onwards. Likewise, Special Order Number in the Diploma and Certificate of Graduation must also be indicated for applicants who graduated from a private school.
7. Queries or concerns may be coursed through Teodorico O. Salido III, Administrative Officer V, Administrative Services Division-Records Section, thru mimaropa.region@deped.gov.ph or at telephone number (02) 8637-1799.
8. Immediate dissemination and strict compliance with this memorandum is desired.


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director 

CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATIONAL RECORDS IN DEPED MIMAROPA REGIONAL OFFICE

CHECKLIST OF REQUIREMENTS

Requirements must be emailed by the **School or SDO ONLY** thru **mimaropa.region@deped.gov.ph** for initial evaluation before going to DepEd MIMAROPA Regional Office.

REQUIREMENTS	WHERE TO SECURE
High School / Elementary Graduates	
Student Permanent Record (Form 137/SF10) - 2 certified true copies	School Attended
Diploma - 2 certified true copies	School Attended
Certificate of Completion / Graduation (CAV Form 4) 2 copies	School Attended
List of Graduate / Special Order if graduated from Private School	School Attended
Transmittal (CAV Form 5)	School Attended
Certification of English as a Medium of Instruction (CAV Form 17); if needed	School Attended
Passport Size Picture	Client
PSA Birth Certificate	Client
Undergraduates	
Student Permanent Record (Form 137/SF10) - 2 certified true copies	School Attended
Certificate of Completion / Graduation (CAV Form 4) 2 copies	School Attended
Transmittal (CAV Form 5)	School Attended
Certification of English as a Medium of Instruction (CAV Form 17); if needed	School Attended
Passport Size Picture	Client
PSA Birth Certificate	Client
For ALS/PEPT Passer	
Certification from Bureau of Education Assessment (BEA) – 1 original, 2 photocopies	Central Office - BEA
Certification of Rating (A&E / PEPT) (CAV Form 12) – 2 copies	Schools Division Office
Report of Rating in the Accreditation and Equivalency Test of ALS or PEPT -1 original, 2 photocopies	BEA / Schools Division Office
Transmittal (CAV Form 13)	Schools Division Office
Certification of English as a Medium of Instruction (CAV Form 17); if needed	School Attended
Passport Size Picture	Client
PSA Birth Certificate	Client
Diploma, if applicable	Schools Division Office
Additional Requirement for Representative	
Authorization Letter, if requesting party is not the record owner	Client



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Special Power of Attorney for the Authorized Representative	Client
Special Power of Attorney for the Authorized Representative issued by the Philippine Embassy, if applicant is residing outside the country	Client
Valid ID	Client

CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATIONAL RECORDS IN THE DEPED MIMAROPA REGIONAL OFFICE

CAV PROCESS – REGIONAL OFFICE

INITIAL EVALUATION OF DOCUMENTS

KEY PERSON / OFFICE	ACTIVITY
Schools / Schools Division Office	Submit required documents for the request for CAV of school records thru mimaropa.region@deped.gov.ph
Regional Office	Evaluate emailed CAV documents Notify the school/schools division office of the status of the request
Schools / Schools Division Office	Notify the client of the physical submission of the CAV document to the DepEd MIMAROPA Regional Office

ACTUAL PROCESSING OF CAV DOCUMENTS

KEY PERSON / OFFICE	ACTIVITY
Client	Request for and completely fill out the CAV application form from the Records Section
Regional Office – Receiving Clerk	Receive and check the completely filled out CAV application form and all supporting documents of the client. Review completeness and verify the authenticity of documents Assign specific CAV number and print 2 copies of CAV certificates
Client	Verify the accuracy of the data encoded
Regional Office – Receiving Clerk	Stamp and dry seal the CAV certificate Forward printed CAV to Records Officer – AOV for initial, CAO of Administrative Services / ARD/RD for signature Scan and email approved Cav through DFA official email Seal the CAV certificate and its attachments in a brown envelope with signatures on the opening and paste DFA Authentication Section addresses at the back. Inform the client to bring the sealed envelope to DFA for Apostille
Client	Receive the completed CAV documents End of process

ASD-RS/TOS



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