



July 26, 2019



REGIONAL MEMORANDUM

No. 397, s. 2019

REITERATION OF DEPED ORDER NO. 48, S. 2017 RE: POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. In order to avoid deficiencies in the processing of CAV in the Regional Office, you are hereby reminded to strictly follow the provisions stated in DepEd Order No. 48, S. 2017.
2. Specifically, Section V of the said DepEd Order provides the general instructions in the procedures on the processing of CAV:
 - a. 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):
 - 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. The issuance of CAV shall be for a specific purpose only as defined in Section III (e) of the Policy and Procedural Guidelines (PPG).
 - c. Special Order (SO) Number must be indicated in the Diploma and Certificate of Graduation issued by private secondary schools. In any case where the SO No. is not available, the School Head should not act favorably on the RF of the applicant.
 - d. 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:
 - 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.
 - e. 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 letter d.
 - f. The reconstruction of the 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.



2019-07-10557

DCC #: DepEdRO13-F-REC-013/R2/7-24-2019



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- g. 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.
- h. No service fees shall be charged from any applicant for Certification, Authentication and Verification (CAV).
- i. The issuance of CAV shall be the function of the Records Section in the DepEd Regional Office.
- j. All School Division Offices shall submit the following documents (in soft copy), through email, to the Regional Office:
- i. Enrolment List per school within 60 days after the opening of classes;
 - ii. List of School Graduates and School Form 5 (Report on Promotion and Learning Progress and Achievement), not later than 30 days after the date of graduation; and in case of graduates from private schools, the List of Graduates with Special Order Number; and
 - iii. Updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes.
3. Accuracy and veracity of the Academic School Records should be duly reviewed. Approved ASR and Certification shall be placed in a securely sealed envelope, bearing the signature of the records custodian.
4. For your information, guidance and compliance.

for *Francis Cesar B. Bringas*
FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
OIC, Office of the Regional Director

Enclosure: Checklist of Requirements for CAV
Reference: DO 48, S. 2017

ASD/mcao
07/26/2019



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CAV CHECKLIST OF REQUIREMENTS

For Graduates:

1. Indorsement (CAV Form 5) – 1 copy
2. List of Approved CAV Request (CAV Form 6) – 1 copy
3. Diploma – Original (or Reconstructed) and 3 Certified True Copies signed by the School Head/Registrar
4. Form 137 - Original and 3 Certified True Copies signed by the School Head/Registrar. Typewritten or computerized with complete and accurate entries signed by the School Head with date and purpose of issuance. If the school cannot issue Form 137 due to fire incident, provide Certification from the school stating reason/s of failure to issue the form and Certification from Bureau of Fire Protection (BFP) certifying the fire that happened in the school.
5. Certification of Enrollment/Completion/Graduation (CAV Form 4) - Original and 3 Certified True Copies signed by the School Head/Registrar.
6. Special Order (4 Certified True Copies, for PRIVATE schools only)
7. I.D. Picture (3 pcs passport size with white background)
8. Documentary Stamp (1 pc)
9. Long brown Envelope (1 pc)

For Non-graduates:

1. Indorsement (CAV Form 5) – 1 copy
2. List of Approved CAV Request (CAV Form 6) – 1 copy
3. Form 137 - Original and 3 Certified True Copies signed by the School Head/Registrar. Typewritten or computerized with complete and accurate entries signed by the School Head with date and purpose of issuance.
4. Certification of Enrollment/Completion/Graduation (CAV Form 4) - Original and 3 Certified True Copies signed by the School Head/Registrar.
5. I.D. Picture (3 pcs passport size with white background)
6. Documentary Stamp (1 pc)
7. Long brown Envelope (1 pc)

In case of Representative:

1. Special Power of Attorney (SPA)
2. Photocopy of 1 valid ID of applicant and representative with signature

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