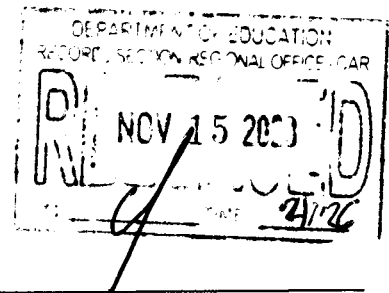




Republic of the Philippines
Department of Education
Cordillera Administrative Region



15 Nov 2023

REGIONAL MEMORANDUM
No. 691, 2023

DIGITIZATION OF THE CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS

To: Schools Division Superintendents
School Heads/School Principals (Public and Private Schools)
All Others Concerned

1. Relative to the processing and issuance of Certification, Authentication and Verification (CAV) of Basic School Records, the Department of Education-Central Office issued Memorandum No. OUA-OUT-100223-AS5-1 "Digitization of the Certification, Authentication, and Verification (CAV) of Basic Education School Records" signed by NOLASCO A. MEMPIN, Undersecretary for Administration to ensure that Basic Education School Records management is compliant with statutory and regulatory requirements.

2. The DepEd-Central Office Administrative Service-Records Division in coordination with the Information Communication and Technology Services (ICTS) will conduct a Workshop on the Enhancement and Digitization of the Certification, Authentication, and Verification (CAV) of Basic School Records on November 28-30, 2023 to review the operational effectiveness of DO No. 48, s. 2017 "Policy and Procedural Guidelines on the Authentication, Verification, and Certification (CAV) of Basic School Records," and draft an updated streamlined and improved Policy and Procedural Guidelines (PPG) of CAV in accordance with related newly promulgated laws and issued rules and regulations.

3. In this connection, all Certifying Officers, and responsible personnel from the schools both public and private as indicated in DepEd Order No. 48, s. 2017 are requested to submit all encountered problems, issues, and concerns as well as suggestions/ recommendations for the enhancement of the process.

4. All concerned Certifying Officers and other responsible personnel in-charge of processing Basic Education School Records for CAV Processing shall submit their inputs thru the link <https://bit.ly/CertificationAuthenticationVerification> on or before November 20, 2023.

5. For further inquiries, please contact CAO Maksim A. Botilas at the Administrative Services Division (ASD) through landline number (074) 422-1318 or email address: car@deped.gov.ph.

6. Immediate dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

Enclosure: As stated
Reference: As stated
ASD/MBA/dpe/digitization of cav



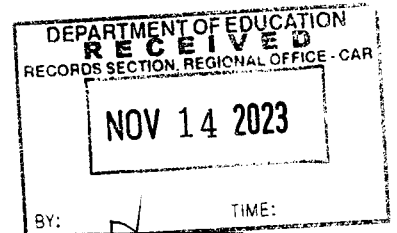
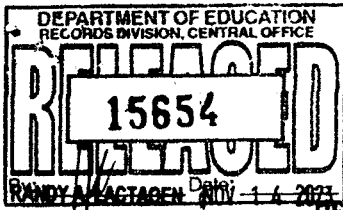
Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-100223-AS5-1

MEMORANDUM

**FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
DIVISION CHIEFS/HEADS OF OFFICES
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

**SUBJECT: DIGITIZATION OF THE CERTIFICATION, AUTHENTICATION,
AND VERIFICATION (CAV) OF BASIC SCHOOL RECORDS**

DATE: OCTOBER 05, 2023

The DepEd is the main custodian of learners' academic school records and mandated for the issuance of certification attesting to its authenticity for purposes explicitly stated in DepEd Order No. 48, s. 2017 titled, "Policy and Procedural Guidelines on the Authentication, Verification, and Certification (CAV) of Basic School Records," issued on August 25, 2017, such as but not limited to employment abroad, migration to a foreign land, travel to overseas, and other personal reasons. Thus, full responsibility and accountability for the security and protection of these vital records' lodged upon the DepEd the Department shall ensure strict compliance with statutory and regulatory requirements for an effective records management.

Anent thereto, the Administrative Service - Records Division in coordination with the Information Communication and Technology Services (ICTS) will be conducting a **Workshop on the Enhancement and Digitization of the Certification, Authentication, and Verification (CAV) of Basic School Records** on November 28-30, 2023, within Luzon Area (exact venue- TBA), which aims to:

- a. Review the operational effectiveness of DO No. 48, s. 2017 and draft an updated streamlined, and improved Policy and Procedural Guidelines (PPG) of CAV in accordance with related newly promulgated laws and issued rules and regulations for approval of the management.



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

- b. Align all forms necessary for CAV transactions to DepEd Order No. 30, s. 2019 titled, "The Department of Education Manual of Style."
- c. Plan the establishment of a digitization program and development of an electronic system of managing basic school records, with security features from its creation to disposition.
- d. Identify issues and problems in the management and processing of CAV requests at all governance levels and recommend possible solutions for identified issues subject to the approval of the management.
- e. Incorporate implementation of automated or online CAV transactions and create a step-by-step process flow to be integrated in the updated Policy and Procedural Guidelines (PPG) of CAV.
- f. Prepare a monitoring tool to measure the effectiveness of the enhanced CAV policy as part of ways forward.

This link _____ is hereby provided for all Certifying Officers and responsible personnel as indicated in DO No. 48, s. 2017 to submit all encountered problems, issues, and concerns in the implementation of the said existing guidelines, and *suggestions for the enhancement, digitization, and establishment of an automated or online CAV processing system on or before November 20, 2023.* The said link shall be disseminated by the head of offices, through their respective Records Sections/Units for the immediate compliance of all concerned personnel.

The distribution list of participants in this activity is attached as Annex "A". All concerned heads of office are enjoined to issue a Travel Authority for their respective *personnel named as participants. Expenses for travel, board and lodging, supplies, and materials of all participants shall be charged against the AS-RD-approved WFP fund, subject to the usual accounting and auditing rules and regulations.*

The first meal is Lunch and Check-in shall start at 12:00 noon on the 1st day, November 28, 2023. The last meal is breakfast and check-out shall be on or before 12:00 noon on the last day, November 30, 2023. Participants shall bring their laptops for the workshop proper.

For further details, please coordinate with Mr. Richard S. Covita at 0945-6728004 and/or Ms. Darlene Joyce S. Lontok at 0966-4454420 or email us at as.rd@deped.gov.ph.

For strict compliance.



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