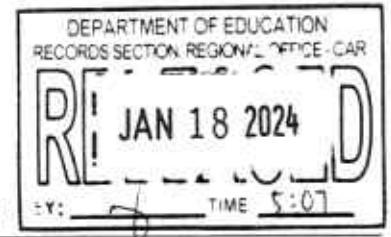




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



17 January 2024

REGIONAL MEMORANDUM

No. 039.2024

**ISSUANCE OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV)
OF BASIC EDUCATION SCHOOL RECORDS**

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Administrative Services Divisions
Public and Private Secondary School Heads
Public and Private Elementary School Heads
All others concerned

1. This Office, through the Administrative Services Division- Records Section, reiterates the provision in DepEd Order No. 48, s. 2017, "**Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records**" for standard procedures and guidelines in the processing of CAV of Basic Education School Records of current and past learners going abroad.
2. Relative there to, all Public and Private Secondary and Elementary Schools shall ensure the completeness of documents being released to clients for the processing of CAV in the Regional Office in accordance with the attached DepEd Citizen's Charter 2022 (1st Edition).
3. Should there be queries and/or clarifications, please contact Maksim A. Botilas, CAO-ASD through email address at car@deped.gov.ph.
4. For information, guidance, and strict compliance of all concerned.


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

Encl: as stated

ASD/MAB/dpe

records/memo/cav

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
<p>High School/ Elementary Graduates</p> <ol style="list-style-type: none"> 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 (2 photocopies certified by the School Head) 6. Latest passport size ID Pictures (2 copies) 7. Documentary Stamp (2 copies) <p>For Undergraduates:</p> <ol style="list-style-type: none"> 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) 	<p>School attended</p> <p>School attended</p> <p>School attended School attended</p> <p>School attended</p> <p>Client</p> <p>School attended</p> <p>School attended</p> <p>School attended</p> <p>Client</p>

<p>For ALS/PEPT:</p> <ol style="list-style-type: none"> 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) <p>Additional requirements for representative:</p> <ol style="list-style-type: none"> 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 	<p>Central Office - BEA</p> <p>BEA/ SDO</p> <p>SDO</p> <p>Client</p> <p>Client</p> <p>Client / Authorized Representative</p>
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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)	5minutes	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 Section Staff/ 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 Section Staff/ 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 Section Staff/ ADAS
TOTAL:		None	50 minutes	

Republic of the Philippines
Department of Education
Cordillera Administrative 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.**