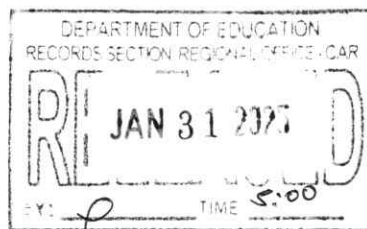




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



28 January 2025

REGIONAL MEMORANDUM

NO. 079.2025

**REQUEST FOR COMMENTS ON THE DRAFT DEPED RECORDS DISPOSITION
SCHEDULE (RDS) AND DRAFT REVISED POLICY AND PROCEDURAL
GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND
VERIFICATION (CAV) OF BASIC SCHOOL RECORDS**

To: Assistant Regional Director
Schools Division Superintendents
Division Records Officers
School Records Officers
All others concerned

1. In adherence to the attached Memorandum from **USEC MEL JOHN I. VERZOSA**, USEC for Administration and **ASEC MALCOLM S. GARMA**, OIC-USEC for OPERATIONS, titled REQUEST FOR COMMENTS ON THE DRAFT DEPED RECORDS DISPOSITION SCHEDULE (RDS) and DRAFT DEPED ORDER TITLED "REVISED POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC SCHOOL RECORDS", this Office requests the online submission of comments and concerns on or before **February 14, 2025** thru the link: <https://bit.ly/RDSforreview> for the draft DepEd RDS and <https://bit.ly/CAVforreview> for the draft CAV guidelines.

2. Should there be any queries and/or clarifications, kindly contact **MAKSIM A. BOTILAS**, Chief of the Administrative Services Division, through email address at car@deped.gov.ph.

3. For information and guidance of all concerned.

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

Enclosures:
- as stated

ASD/MAB/dpe/records/memo/fin:draft rds and 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>

