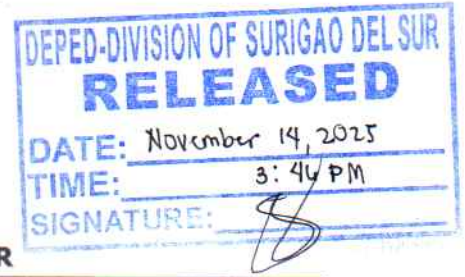




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



DIVISION MEMORANDUM  
 No. 506, s. 2025

To: Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 School Records Custodian/School Registrar  
 All Others Concerned

**REITERATION ON THE POLICY AND PROCEDURAL GUIDELINES ON THE  
 CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC  
 EDUCATION SCHOOL RECORDS**

1. This Memorandum reiterates and emphasizes the Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records. All School Heads, Administrative Officers (AOs), ADAS, and School Records Custodians are advised to download and thoroughly review **DepEd Order No. 48, s. 2017** for proper guidance.
2. The said DepEd Order aims to provide proper and appropriate directions to all concerned by establishing standard and uniform policies, procedures, and guidelines in the processing of CAV transactions involving Basic Education School Records.
3. Attached herewith is the required **CAV Checklist of Requirements** for your reference and compliance.
4. Please be reminded that the submission of CAV requirements shall be done *via email* at **deped.caraga@deped.gov.ph** **prior to visiting the Regional Office**. This procedure ensures that all submissions are correct, complete, and free from error before being processed.
5. For dissemination, information and guidance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent

Encl.: As stated  
 Reference: DepEd Order (No. 48, s. 2017)  
 To be indicated in the Perpetual Index  
 under the following subjects: CAV POLICY

OSDS/jdp  
 11/14/2025



LZR26389-2025

Republic of the Philippines  
**Department of Education**

25 AUG 2017

DepEd ORDER  
No. **48**, s. 2017

**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records.**
2. This DepEd Order aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures, and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. All other DepEd issuances, rules, and regulations, which are inconsistent with these guidelines and procedures are deemed amended accordingly upon its effectivity.
4. This Order shall take effect immediately upon its approval.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY

PROCEDURE  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS

MCR/DO-Policy and Procedural Guidelines...  
0784/August 22, 2017

DepEd Complex, Meralco Avenue, Pasig City 1600

633-7208/633-7228/632-1361

636-4876/637-6209

www.deped.gov.ph

website: caraga.deped.gov.ph

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here



Republic of the Philippines  
**Department of Education**  
 CARAGA REGION

**CAV CHECKLIST OF REQUIREMENTS**

- 1. Indorsement (CAV Form 5) – 1 original copy
- 2. List of Approved CAV Request (CAV Form 6) – 1 original copy
- 3. Form 137 - Original and 2 Certified True Copy 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 2 Certified True Copy signed by the School Head/Registrar.
- 5. I.D. Picture (2 pcs passport size with white background)
- 6. Long brown Envelope (1 pc)
- 7. Certification of English as Medium of Instruction (*optional*) - Original and 2 Certified True Copy signed by the School Head/Registrar
- 8. Payment for Documentary Stamp Tax (P 30.00)

For Graduates:

- 9. Diploma – Original (or Reconstructed) and 2 Certified True Copy signed by the School Head/Registrar
- 10. Special Order (3 Certified True Copies, for PRIVATE schools only)

For ALS A&E & PEPT:

- 1. Indorsement (CAV Form 13) – 1 original copy
- 2. Diploma/Certification from BEA – 1 original copy and 2 certified true copy
- 3. Certificate of Rating from BEA – 1 original copy and 2 certified true copy
- 4. Certification from Division Office (CAV Form 12) – 1 original copy and 2 certified true copy
- 5. I.D. Picture (2 pcs passport size with white background)
- 6. Documentary Stamp (1 pc)
- 7. Long brown Envelope (1 pc)

Additional Requirements in case of Representative:

- 1. Special Power of Attorney (SPA) - original
- 2. Photocopy of 1 valid ID of the applicant and his/her representative with 3 specimen (fresh) signatures

Additional Requirements in case of Minor Applicant:

- 1. Birth Certificate of the Minor Applicant (if filed by the parent)
- 2. Birth Certificates of the Minor Applicant and the sibling (if filed by the sibling of legal age)
- 3. Court Order (if filed by the Legal Guardian)

Evaluated by: \_\_\_\_\_

Records Officer

(Reference: DepEd Order No. 48, s. 2017)



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 Telefax No: (085) 342-5959  
 Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
 Website: [caraga.deped.gov.ph](http://caraga.deped.gov.ph)

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