



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Hi-way, Casisang., Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

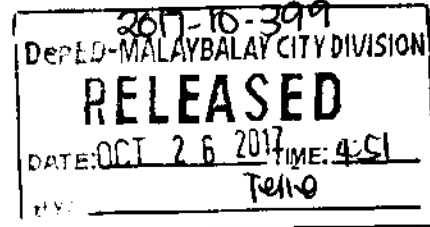
No. 5704 s. 2017

TO: **Public Schools District Supervisors**
Elementary and Secondary School Heads (Public)
Elementary and Secondary School Heads (Private)
Thru: **Maitelle B. Israel**
OIC, SEPS in M & E
All Others Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

Date: **October 26, 2017**

Re: **Submission of Required Documents for Certification, Authentication and Verification (CAV) of Basic Education School Records**



1. Pursuant to the herein Region Memo No. 472, s. 2017 re: Additional Information to Region Memo No. 433, s. 2017 (Regionwide Implementation of the Policies and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records), school heads of both public and private elementary and secondary schools are directed to submit to this Office the following required documents for CAV using the attached templates:

- 1.1. Enrolment List per school within 60 days after the opening of classes;
- 1.2. List of School Graduates and School Form 5 (Report on Promotion and Learning Progress and Achievement), not later than 30 days from the date of graduation; and in the case of graduates from private secondary schools, List of Graduates with Special Order Number; and
- 1.3. Updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes.
- 1.4. School Form 5 (Report on Promotion and Learning Progress and Achievement) which replaced Form 18 shall be submitted as it is without a template.

2. The same template will be used for private school elementary and secondary schools but with additional provision for the Special Order in Enclosure 2. Special Order for private secondary school graduates of SY 2018-2019 will be submitted not later than 30 days from the date of graduation.

3. Enrolment List for SY 2017-2018 as of October 31, 2017 will be submitted on before November 3, 2017.

4. For strict compliance.



September 29, 2017 **RD-X**
Cagayan de Oro City

REGION MEMORANDUM

No. 472, s. 2017

13 OCT 2017

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RELEASED

ADDITIONAL INFORMATION TO REGION MEMORANDUM NO. 433, S. 2017

(Regionwide Implementation of the Policies and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records)

To: Schools Division Superintendents
Assistant Schools Division Superintendent
Public & Private Elementary & Secondary School Heads
All others concerned
This Region

1. This Office announced the Regionwide Implementation of the Policies and Procedural Guidelines on the Certification, Authentication, and Verification of Basic Education School Records through Region Memorandum No. 433, s. 2017. In view of this, the following are additional information:

- a. To establish uniformity in the submission of the required documents to the Regional Office, e.g. **a) Enrollment List per school, List of Graduates, Updated List of School Heads with their specimen signatures**, templates are herein enclosed for reference. The **School Form 5 (Report on Promotion and Learning Progress and Achievement)** which replaced Form 18 shall be submitted as it is without a template.
- b. The same template will also be used for private elementary and secondary schools but with the additional provision for the Special Order in Enclosure 2.
- c. For SY 2018-2019, the Special Order for private secondary school graduates, will be submitted not later than 30 days from the date of graduation.
- d. This Office will monitor the conduct of the roll-out/orientation of the new guidelines to the school level, hence, a report in the actual conduct of the same should also be submitted to this Office.

2. All other provisions of the aforementioned Memorandum still remain in effect.

3. Immediate dissemination of this Memorandum is desired.


ALLAN O. BARAZO
Director IV

Enclosures: As stated
ADMIN/angie

ENCLOSURE NO. 1

Republic of the Philippines
Department of Education
Region X
DIVISION OF _____

CONSOLIDATED LIST OF PUBLIC ELEMENTARY/SECONDARY ENROLMENT LIST
SCHOOL YEAR _____

NAME OF SCHOOL	MALE			FEMALE		
	LAST NAME	FIRST NAME	M.I.	LAST NAME	FIRST NAME	Middle Name
A. ELEMENTARY	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
B. SECONDARY	1			1		
	2			2		
	3			3		
	4			4		
	5			5		

Prepared By:

NOTED:

SDS

Name

Position

ENCLOSURE NO. 2

Republic of the Philippines
Department of Education
Region X
DIVISION OF _____

CONSOLIDATED LIST OF PUBLIC ELEMENTARY/SECONDARY GRADUATES
SCHOOL YEAR _____

NAME OF SCHOOL	ADDRESS	NAME OF SCHOOL HEAD	NAME OF STUDENT		
			SURNAME	FIRST NAME	MIDDLE NAME
A. ELEMENTARY			1		
			3		
			4		
			5		
B. SECONDARY			1		
			2		
			3		
			4		
			5		

Prepared By:

NOTED:

Schools Division Superintendent

Name

Designation

ENCLOSURE NO. 3

Republic of the Philippines
Department of Education
Region X
DIVISION OF _____

LIST OF PUBLIC ELEMENTARY/SECONDARY SCHOOL HEADS
SCHOOL YEAR _____

NAME OF SCHOOL	SCHOOL HEAD	CP#	SPECIMEN SIGNATURE
A. ELEMENTARY			
1			
2			
3			
4			
5			
6			
7			
B. SECONDARY			

Prepared By:

Name

NOTED: