



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



DIVISION MEMORANDUM

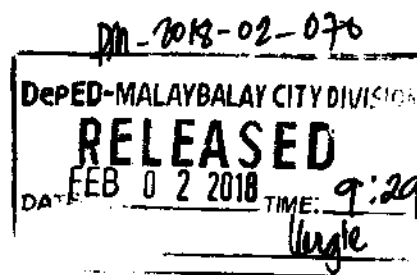
No. 076 s. 2017

TO: Elementary and Secondary School Heads (Public)
Elementary and Secondary School Heads (Private)
Thru: Maitelle B. Israel
OIC, SEPS in M & E
School Registrars/Records In-charge
All Others Concerned

FROM: *f. J. Oplenaria*
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent *9*

Date: January 31, 2018

Re: Use of Checklist for Certification, Authentication and Verification (CAV) of Basic Education School Records



1. To provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedure and guidelines in the processing of Certification, Authentication and Verification (CAV) of Basic Education School Records, this Office hereby directs all concerned to use the herein attached CAV Checklist to support DO 48, s. 2017 (Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records).
2. The school registrar or records in-charge should strictly conform with the required documents and procedure specified in the checklist in order to fast track the processing of CAV of basic education school records in formal education.
3. For strict compliance.

Encl.: As stated
Copy furnished: Records Unit

TO BE POSTED IN THE WEBSITE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: deped.gov.ph

Tayo
PARA SA
EDUKASYON

DepED-X
Cagayan de Oro City

January 18, 2018

23 JAN 2018

REGION MEMORANDUM

No. 58, s. 2018

RELEASED

**EMBRACING CAV CHECKLIST TO SUPPORT DO 48, s. 2017
A ROLL OUT ACTIVITY OF CI PROJECT**

To: **Schools Division Superintendents**
This Region

1. To provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures and guidelines in the processing of Certification, Authentication and Verification (CAV) of Basic Education School Records, this Office through the Continuous Improvement Program (CI) will conduct a Regional Rollout on the Use of CAV Checklist to support DO 48, s. 2017.
2. The activity will be conducted on January 30, 2018 at the 3rd Floor, Department of Education building, Fr. William Masterson's Avenue, Zone 1, Upper Balulang, Cagayan de Oro City.
3. Participants to this activity are the division teams composed of 1 record officer, 1 school head (public), and 1 school head (private). The Division Team is advised to bring at least one (1) set of sample documents for processing. This will be used during the workshop.
4. Participants shall pay a registration fee of Five Hundred Pesos (500.00.00) to cover morning snacks and lunch. The registration fee, travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
Reference: DO 48, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

CAV RECORDS SCHOOLS

Checklist-Formal Education

Form 137	Diploma	CAV Form 4	CAV Form 5	CAV Form 17*
<p>1. Original and 2 photocopies duly certified by SCHOOL HEAD and/or RECORDS CUSTODIAN/REGISTRAR</p> <p>-clear copy of the Form indicating the ff:</p> <p>a. Complete name of Learner</p> <p>b. Name of School (including its former name if any)</p> <p>c. Gender</p> <p>d. date of birth</p> <p>e. School year of each grade/year level</p> <p>f. Remarks if passed or failed</p> <p>g. Summer grade if applicable</p>	<p>1. Original and 2 photocopies duly certified by SCHOOL HEAD and/or RECORDS CUSTODIAN/REGISTRAR</p> <p>-clear copy of the same indicating the ff:</p> <p>a. Name of Learner</p> <p>b. Name of School</p> <p>c. Date of Graduation</p> <p>d. Special Order Number if graduated from private school</p>	<p>1. Provide 2 copies - original & clear duplicate with the ff. information;</p> <p>a. Name of learner</p> <p>b. Name of school (including its former name if any)</p> <p>c. LRN if any</p> <p>d. School Year Enrolled/ Completed/ Graduated</p> <p>e. Special Order Number if graduated from private school</p> <p>f. Marked (√) only those applicable information needed</p>	<p>1. Provide 2 copies - original & clear duplicate</p> <p>2. Correct spelling of Name of Learner/Name of School</p> <p>3. Marked (√) only those documents that are attached</p>	<p>1. Provide 2 copies - original & clear duplicate with the ff. information;</p> <p>a. Name of learner</p> <p>b. LRN if any</p> <p>c. Items 1-5 of the form</p> <p>1. Name of School</p> <p>2. School address</p> <p>3. Grade level completed/SY</p> <p>4. Date/SY Graduated</p> <p>5. Special Order Number and date</p> <p>* if requested by applicant</p>

Reminders

1. **CAV Form 6**- to be filled up by the school (serve as advance information to the Regional Office to be sent thru FAX, Email or Text)
 Email Ad - records.regionx@deped.gov.ph
 Landline - (088) 880 7071 local 206
 Cellphone Number - 09173092042
2. If representative will request for CAV issuance - bring Special Power of Attorney and passport size picture of applicant
3. The documents shall be handcarried in sealed envelope to the Regional Office either by the applicant and/or the authorized representative
4. The name and designation of the Authorized Certifying Officer must be indicated below his/her signature