

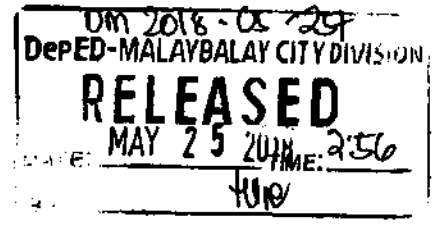


DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Hi-way, Casisang., Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

No. 257, s. 2018



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

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: **May 25, 2018**

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

1. In pursuance to Region Memo No. 433, s. 2017 (Region wide 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 for SY 2018-2019 on or before July 31, 2018;
- 1.2. List of School Graduates for SY 2017-2018 on or before June 8, 2018; 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 for SY 2018-2019 on or before June 4, 2018;
- 1.4. School Form 5 for SY 2017-2018 (Report on Promotion and Learning Progress and Achievement) which replaced Form 18 shall be submitted as it is without a template on or before June 8, 2018.

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.

3. Submit softcopies in excel form the aforementioned reports (items 1.1, 1.2 and 1.4) through email add: mrecords456@gmail.com while item 1.3 report shall be submitted to this Office Attention: Records Unit in hard copy. The same shall be consolidated for submission to the Records Section of the Regional Office X.

4. For strict compliance.

Encl.: As stated
Copy furnished: Records Unit

Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY

School

PUBLIC ELEMENTARY/SECONDARY ENROLMENT LIST
SCHOOL YEAR _____

MALE			FEMALE		
LAST NAME	FIRST NAME	M.I.	LAST NAME	FIRST NAME	M.I.

Noted:

School Head

Prepared by:

Name

Position

ENCLOSURE NO. 2

Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY

School

PUBLIC ELEMENTARY/SECONDARY GRADUATES
SCHOOL YEAR _____

ADDRESS	NAME OF SCHOOL HEAD	NAME OF STUDENT		
		SURNAME	FIRST NAME	M.I.

Prepared by:

Noted:

Schools Division Superintendent

Name

Designation

ENCLOSURE NO. 3

Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY

School

LIST OF PUBLIC ELEMENTARY/SECONDARY SCHOOL HEADS
SCHOOL YEAR _____

SCHOLL HEAD	CP#	SPECIMEN SIGNATURE

Noted:

School Head

Prepared by:

Name

Position