



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2020-03-122  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 04 MAR 2020 TIME: 2:05  
MAR 2020

**DIVISION MEMORANDUM**

No. 122, s. 2020

TO : **Asst. Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
School Heads (Public and Private Elementary and Secondary)  
All Others Concerned  
This Division**

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**  
**Schools Division Superintendent**

Date: March 2, 2020

Re : **IMPLEMENTATION OF THE CERTIFICATION, AUTHENTICATION  
VERIFICATION (CAV) ONLINE PRE-EVALUATION SYSTEM**

1. To fast-track the processing of Certification, Authentication and Verification (CAV) of school records, the DepEd Regional Office X launches the CAV Online Pre-Evaluation System. It is a web-based application which enables the transacting public to have their documents pre-evaluated first and then set an appointment at the DepEd Regional Office X to process their request.
2. Pursuant to Regional Memorandum No. 98, s. 2020 re: Implementation of the Certification, Authentication and Verification (CAV) Online Pre-Evaluation System, all CAV applications of public and private elementary and secondary schools should pass through the CAV Online Pre-Evaluation System effective immediately which can be accessed through the link [cav.deped10.com](http://cav.deped10.com). In cases where the system cannot be possibly used, a written justification must be submitted and duly signed by the school head.
3. Further, documents received in the morning through the online system will be evaluated/confirmed at 1:00 p.m. of the same day while those received after the cut-off time of 1:00 p.m. will be evaluated/confirmed at 1:00 p.m. of the following day.
4. Attached herein is the transaction flow of the system to guide the users. Any query relative hereto can be referred to Ms. Florabelle R. Porras, Records Unit and/or Mr. Paul John P. Arias, ICT Unit of this Division.

Encl.: As stated

Copy furnished:  
Records Unit  
ICT Unit

TO BE POSTED IN THE WEBSITE





February 19, 2020

**REGIONAL MEMORANDUM**  
No. 98, s. 2020

13211  
1460  
**RELEASED**

**IMPLEMENTATION OF THE CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION (CAV) ONLINE PRE-EVALUATION SYSTEM**

To: **Schools Division Superintendents**  
*This Region*

1. In the furtherance of public service, this Office, through the ICT Unit, will be launching the Certification, Authentication, and Verification (CAV) Online Pre-Evaluation System. This web-based application enables the transacting public to conveniently have their document pre-evaluated first and then schedule an appointment at the DepEd Regional Office X to process their transactions.
2. Effective **March 2, 2020**, all CAV applications in the schools division offices and schools must pass through the CAV Online Pre-Evaluation System. In cases where the system cannot be possibly used for some reason or another, a written justification must be submitted and duly signed by the school principal and/or school in charge.
3. The CAV Online Pre-Evaluation System can be accessed through the link **cav.deped10.com**.
4. As a reminder, documents received in the morning through the online system will be evaluated/confirmed at 1:00 p.m. of the same day while those received after the cut-off time of 1:00 p.m. will be evaluated /confirmed at 1:00 p.m. of the following day.
5. For a clearer understanding of how it will run in the region, a transaction flow of the system is attached. Further, the divisional records officers/records in charge who were initially trained for this purpose are expected to coordinate with their respective ICT partners in providing technical assistance to the field in the implementation of the system.
6. For information, guidance, and compliance

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director



Certificate Number: AJA18-0170

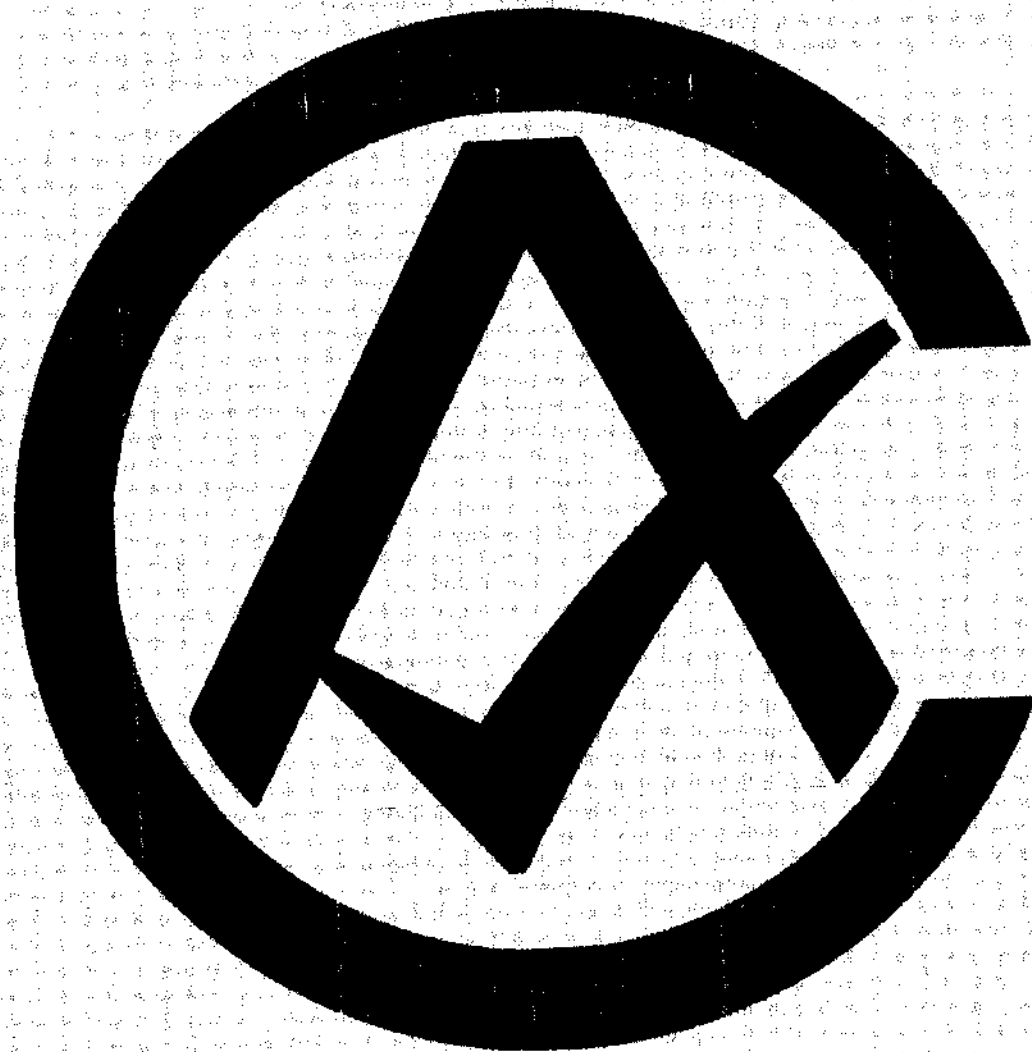
*The LEARNER: The heart of DepEd*

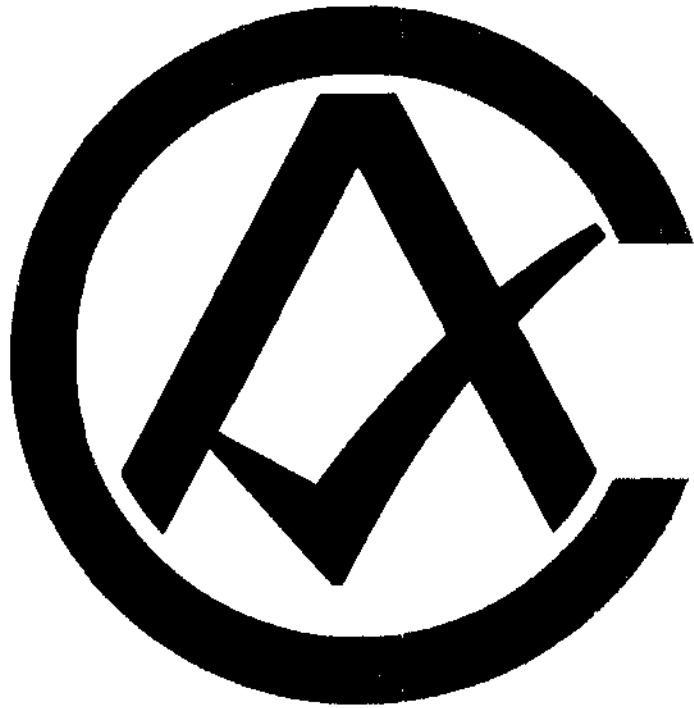
**TRANSACTION FLOW OF CAV ONLINE PRE-EVALUATION SYSTEM**  
*cav.deped10.com*

ACTIVITY	RESPONSIBLE	DETAILS	INTERFACE
1. <b>Login</b>	School In-charge/Divisional Records in charge	<p>1. After the applicant, the the school in charge/Divisional Records in charge creates an application in the system:</p> <p>1.1 Log in to cav.deped10.com</p> <p>1.2 Enter username (schoolID@deped.gov.ph                      Example:                      123456@deped.gov.ph, for Schools Division Offices: Division Email) and password (inquire at your respective Division Information Technology Officer)</p>	
2. <b>Create Application</b>	School In-charge/Divisional Records in charge	<p>2. The School in charge/Divisional Records in charge then creates an application of the applicant.</p> <p>2.1 Click <b>Create Application</b></p> <p>2.2 Enter <b>Title</b> (Name of Applicant)</p> <p>2.3 Enter <b>Content</b>("CAV Application")</p> <p>2.4 Scan to 1 PDF File(file name is Name of applicant, Example "Juandelacruz.pdf") the hard copy of the required files: -----</p> <ul style="list-style-type: none"> <li>-Student Permanent Record</li> <li>-Diploma</li> <li>-Certificate (for students who completed Kindergarten and Junior High School)</li> <li>-C.A.V. Form 4 – Certificate of Enrolment/Completion/Graduation</li> <li>-C.A.V. Form 17- Certification of English as a Medium of Instruction</li> <li>-C.A.V. Form 5 - School Transmittal to the Regional Office. Based on DO 48, S. 2017</li> <li>- Policy and Procedural Guidelines on the CAV of Basic Education School Records</li> </ul>	

ACTIVITY	RESPONSIBLE	DETAILS	INTERFACE
		<p>2.5 On the Create Application Page click <b>Upload File</b></p> <p>2.6 Select the File and double click</p> <p>2.7 Click <b>Create Application</b></p>	
<p><b>3. Approved Files</b></p>	<p>School In-charge</p>	<p>3. If the response of the Regional Office Records Officer is Approved ("The Applicant's requirements are complete, he/she may now proceed to the Regional Office with the hard copies of the document sealed in an envelope."), the school may then inform the applicant to proceed to the school and get his/her documents and hand carry them to the DepEd Regional Office 10.</p> <p>3.1 Log in to cav.deped10.com</p> <p>3.2 Enter username (schoolID@deped.gov.ph Example: 123456@deped.gov.ph, for Schools Division Offices: Division Email) and password</p> <p><b>3.3 Click Application List</b></p> <p>3.4 Click on the application item(specifically on the highlighted Text – Bold and Color Blue)</p>	<p>Regional Office Records Officer</p>

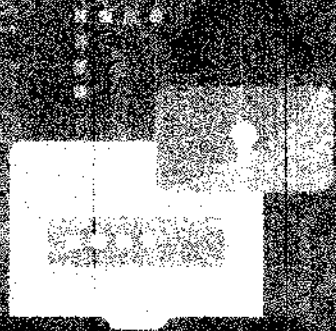
<p><b>4. Disapproved Files</b></p>	<p>Document owner/ releasing personnel</p>	<p>4 If the response of the Regional Office Records Officer is Disapproved (“Good day upon reviewing the application, the following deficiencies are observed in the CAV Application.”), the school must resubmit to the regional office the complete and corrected document requirements thru the response form.</p> <p>4.1 Log in to cav.deped10.com</p> <p>4.2 Enter username (schoolID@deped.gov.ph Example: 123456@deped.gov.ph, for Schools Division Offices: Division Email) and password</p> <p>4.3 Click Application List</p> <p>4.4 Click on the application item(specifically on the highlighted Text – Bold and Color Blue)</p> <p>4.5 Scan again all the documents (the inaccurate pages must be replaced with the corrected one based on the feedback from the Regional Office Records Officer)</p> <p><b>4.6 Click the Upload File.</b></p> <p>4.7 Select the File and double click Click Respond Ticket</p>	<p>Regional Office Records Officer</p>
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CERTIFICATION  
AUTHENTICATION  
VERIFICATION  
**ONLINE PRE-EVALUATION SYSTEM**

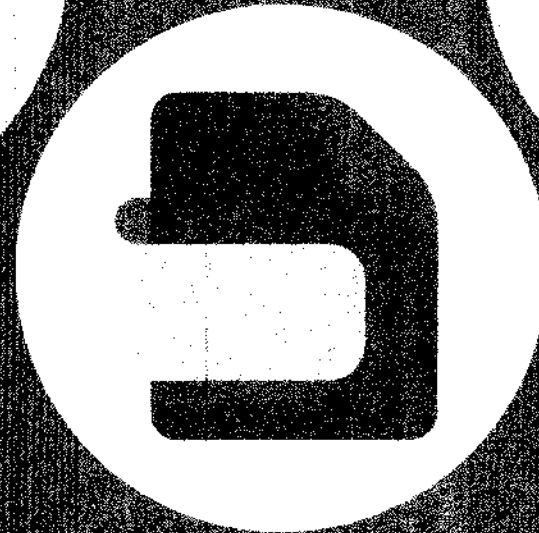
**1. LOGIN**



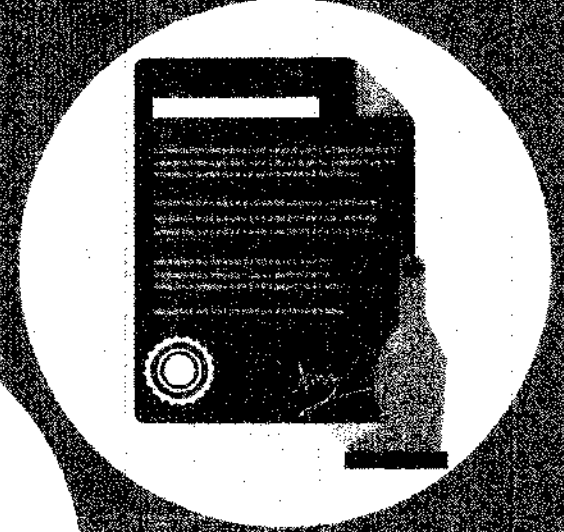
**2. CREATE**



**3. SCAN**

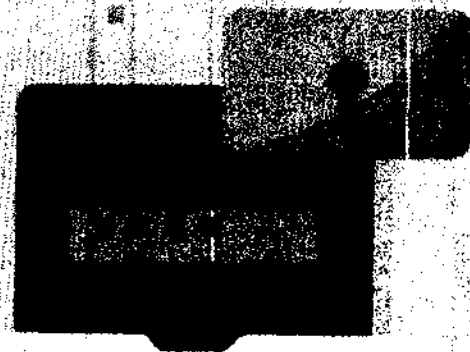


**4. SEND**





登錄  
登錄  
登錄  
登錄



# LOGIN

Copyright © 2000 All Rights Reserved



# LOGIN

# cav.deped10.com

LOG IN

English

## LOG IN

email

password

Remember me

LOG IN

[Forgot your password?](#)

## CAV Online Pre-Evaluation System

We are here to support you. We can help you through tickets system. Our tickets are the wise one of our staff.



### TICKETS

Send ticket through our support center and get response of your doubts, suggestions and issues.



### ACCOUNT

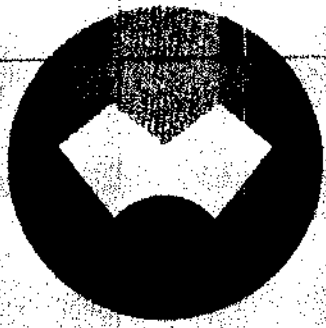
All your tickets are stored in your account's profile. Keep track of all your tickets you need to our staff team.



### ARTICLES

Take a look to our articles about common issues, guides and documentation.

Powered by



# CREATE

## CLICK: CREATE APPLICATION

Web site English

Dashboard

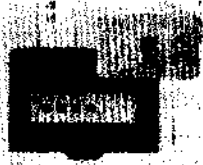
- Ticket List
- + Create Application**
- View Articles
- Edit Profile
- Close session

### Create Application

Here you can find status of tickets you have sent to our support team.

Number	Title	Department	Date
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Powered by



# LOGIN

Log in

LOG IN

email

password

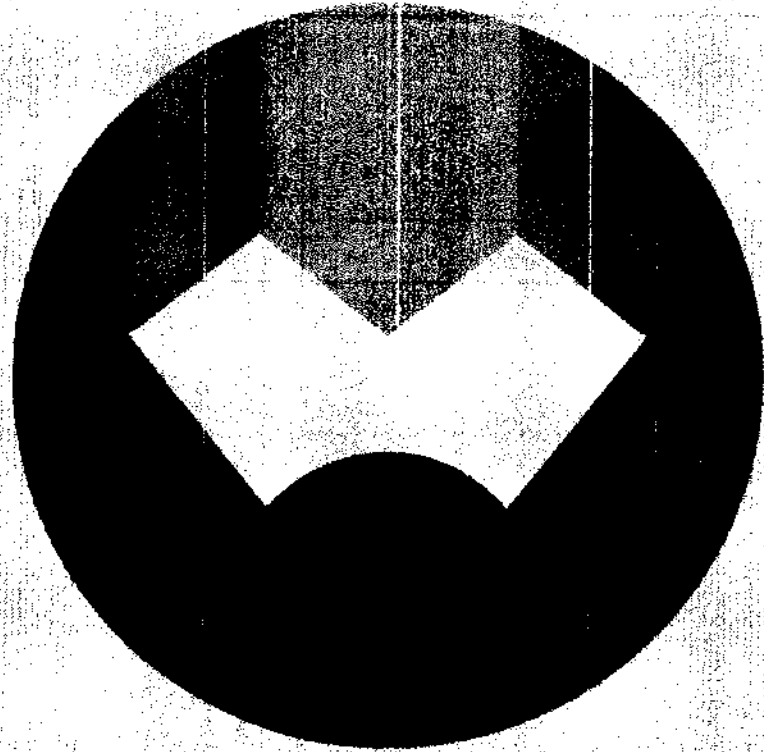
Remember me

LOG IN

Forgot your password?

123456@deped.gov.ph

Default: changeme



**CREATE**



# CREATE

## ENTER DETAILS

- Dashboard
- Refer Data
- Create Application**
- Case Admins
- Our Profile
- Site Version

### Create Application

This form is for creating a new application. It is used to create a new application for a user.

Title

JUAN DELA CRUZ



Department

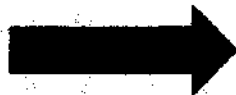
Regional Office

Language

English

Content

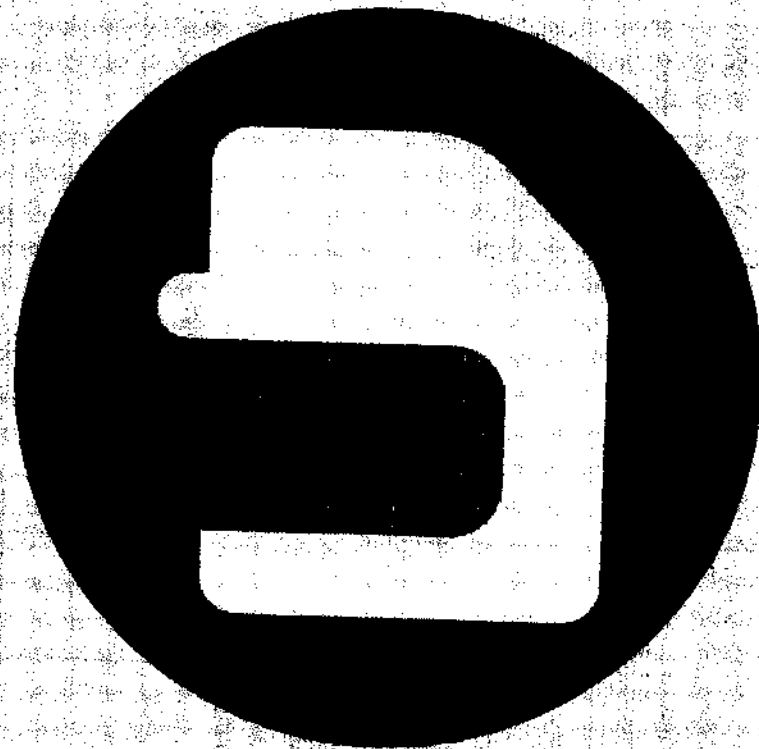
Normal **B** **I** **U** **⊖** **≡** **≡** **⌂** **⌂**



Applicant: Juan dela Cruz  
Zone 1 Upper Eastside Cagayan de Oro City 9000

UPLOAD FILE

Create Application



**SCAN**



# SCAN

# GENIUS SCAN

Apps

Categories Home Top charts New releases

My apps

Shop

Games

Family

Editors' Choice

Account

Payment methods

My subscriptions

Redeem

My wishlist

My Play activity

Parent Guide



## Genius Scan - PDF Scanner

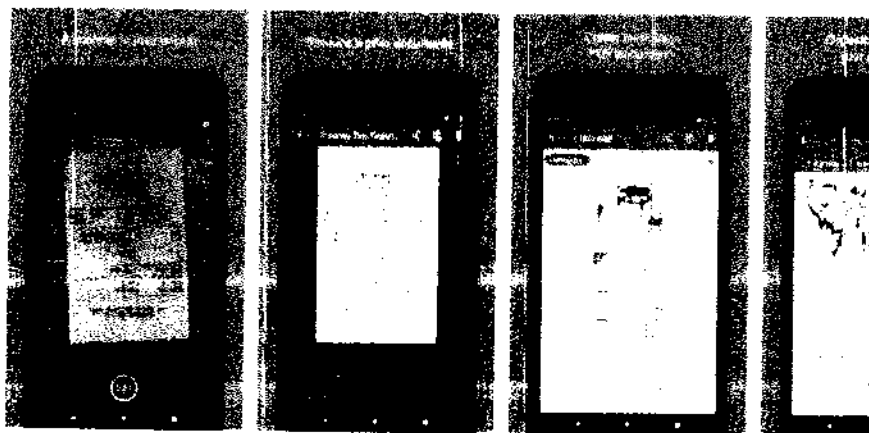
The Grizzly Labs Business

★★★★★



Contains Ads - Offers in-app purchases  
This app is not for sale.

Installed

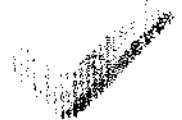




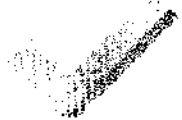


# SCAN

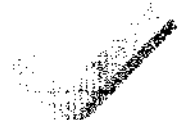
## SCAN INTO 1 FILE



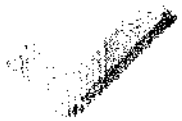
**Student Permanent Record**



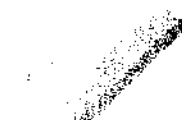
**Diploma**



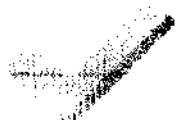
**Certificate**



**C.A.V. Form 4**



**C.A.V. Form 17**



**C.A.V. Form 5**



# SCAN

## CLICK: UPLOAD\_FILE

Dashboard

Ticket List

**Create Application**

View Articles

Edit Profile

View Profile

### Create Application

This form is used by the applicant to create a new application. The applicant must fill in the required fields and click the **Create Application** button.

Title

JUAN DELA CRUZ

Department

Regional Office

Language


English

Content

Normal : **B** **I** **U** **S** **L** **R** **Q** **A** **P** **E** **D** **E** **L** **E** **T** **E** **E** **E** **E**

Applicant: Juan dela Cruz

Zone: Upper Eglulang Cagayan de Oro City 9009

 **UPLOAD FILE**


**Create Application**



# SCAN

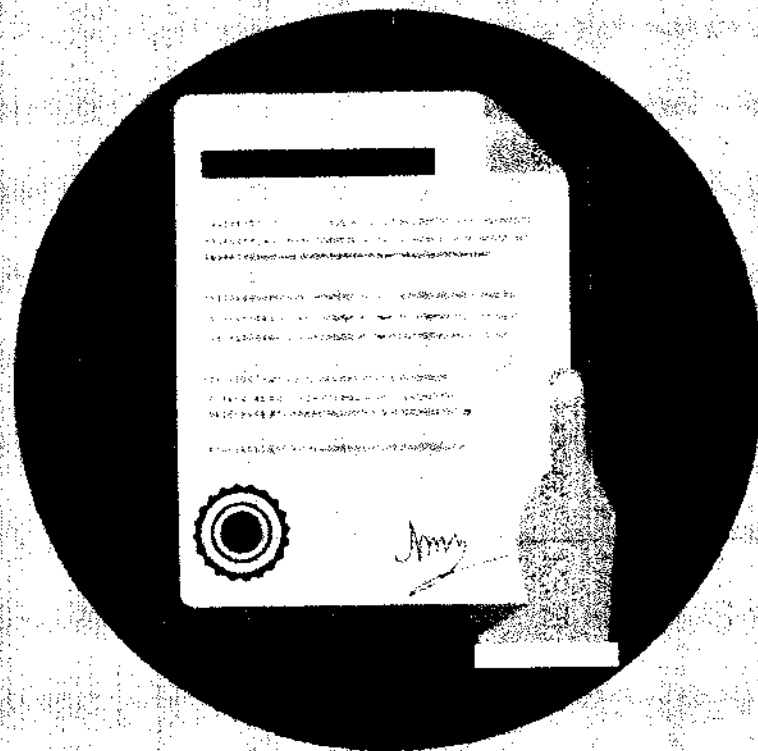
## CLICK: FILE

Documents

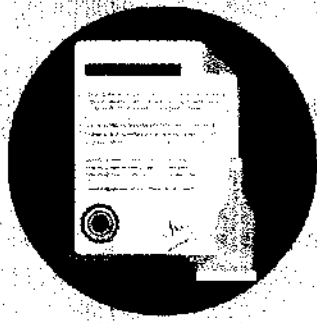
  
JUAN DELA CRUZ.pdf

 UPLOAD FILE JUAN DELA CRUZ.pdf

Create Application



**SEND**



# SEND

# CLICK: CREATE APPLICATION

Dashboard

- Ticket List
- Create Application**
- View Articles
- Edit Profile
- Close All Apps

### Create Application

Form information: name, email, phone number, address, company, department, language, content, and upload file.

Title  
JUAN DELA CRUZ

Department  
Regional Office

Language  
English

Content

Normal | **B** | **I** | **U** | **S** | **≡** | **≡** | **↔** | **🔗** | **🗑️**

Applicant: Juan dela Cruz  
Zone 1 Upper Bawiang Cagayan de Oro City, 9000

**📎 UPLOAD FILE** JUAN DELA CRUZ.pdf

**Create Application**