



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

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DEPED MALAYBALAY CITY DIVISION  
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BY: [Signature]

**DIVISION MEMORANDUM**

No. 082 s. 2024

TO: **Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public/Private Elementary and Secondary School Heads  
School Registrars/Records In-charge  
All Others Concerned  
This Division**

FROM:   
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

DATE: February 28, 2024

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

1. This Office directs all concerned to observe DepEd Order No. 48, s. 2017 re: Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records in the processing of CAV transactions pertaining to Basic Education School Records. It is reiterated that the processing of CAV requests is delegated to the school except for the following cases which will be handled in the Division Office:

- 1.1. Referral from the school of the non-availability of Academic School Record;
- 1.2. Results of rating on Alternative Learning Systems A&E Test and Philippine Educational Placement Test IPEPT); and
- 1.3. Schools that ceased operation for whatever causes wherein the learners' school records are required to be surrendered to the DepEd pursuant to existing regulations under Department Order 88, s- 2010 dated June 24, 2010.

2. In case of lost, damaged or destroyed document, the applicant should be advised to produce any of the following as maybe basis for the reconstruction of School Records:

2.1. Sworn Statement of any two (2) of the applicant's classmates, principals or teachers and supported by either the school graduation photos, souvenir program or graduation program; or

2.2. Duly certified copy of either Form 137 or Form 138 of the learner on file in any Tertiary Learning Institutions; or diploma/transcript of records on file in the learner's current/previous employer/s.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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3. CAV Requests made through representatives should be accompanied with Special Power of Attorney (SPA) if the learner is of legal age. For minor learners, the following documents should be presented by the representative:

- 3.1. If parent: Birth Certificate of the minor learner;
- 3.2. If brother/sister: Birth Certificate of learner and of brother/sister;
- 3.3. If Guardian: Court Order of guardian.

4. CAV application shall have to be pre-evaluated first before it is processed by the DepEd Regional Office X, Cagayan de Oro City. CAV Online Pre-evaluation System can be accessed through <http://deped10.com/cav>. Approved CAV requests shall be released in two (2) copies and in a sealed envelope to the applicant together with the indorsement for transmittal to the Regional Office for issuance of CAV. The Regional Office can be reached through email at [region10@deped.gov.ph](mailto:region10@deped.gov.ph).

5. DepEd Order No. 48, s. 2017 re: Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records, Regional Memorandum No. 98, s.2020 re: Implementation of CAV Online Pre-evaluation System, CAV Forms and Checklist of CAV documents are downloadable at <https://www.depedmalaybalay.net/downloads> for your reference.

6. Queries relative to this can be relayed to the Division Records Unit through email at [records.malaybalay@deped.gov.ph](mailto:records.malaybalay@deped.gov.ph) or Facebook at *MC Deped Recrds*.

Copy furnished:  
Records Section

TO BE POSTED IN THE DIVISION WEBSITE



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