



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

DM- 2024- 04- 156  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 2:07  
By: APR 05 2024

**DIVISION MEMORANDUM**

No. 156, Series of 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public and Private Elementary and Secondary School Heads  
Administrative Officers II/Registrars/Records In-charge  
All Others Concerned  
This Division

From:   
CHERRY MAE L. LIMBACO-REYES  
Schools Division Superintendent

Date: April 5, 2024

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 0182, S. 2024 RE:  
CHANGES IN THE PROCESS FOR CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION (CAV) APPLICATION PRE-EVALUATION**

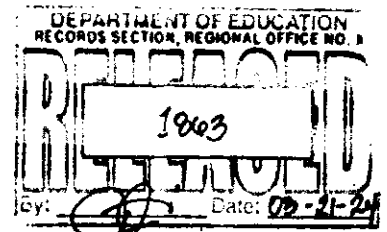
1. For information and guidance of all concerned, this Offices hereby disseminates Regional Memorandum No. 0182, s. 2024 re: *Changes in the Process for Certification, Authentication, and Verification (CAV) Application Pre-Evaluation.*
2. Effective immediately, all CAV application Pre-Evaluations shall be submitted through email at [records.regionx@deped.gov.ph](mailto:records.regionx@deped.gov.ph).
3. School personnel in charge of CAV are encouraged to join the "DepEd 10 CAV" Facebook Group for further support. They may also contact the Division Records Unit [records.malaybalay@deped.gov.ph](mailto:records.malaybalay@deped.gov.ph) or via FB at MC Deped Recrds.
4. Immediate and wide dissemination of this memorandum is hereby desired.



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Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



DTS: 24-113996

REGIONAL MEMORANDUM  
No. 0182, s. 2024

**CHANGES IN THE PROCESS FOR CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION (CAV) APPLICATION PRE-EVALUATION**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Information and Communication Technology Unit (ICTU), is implementing some changes in the application process for Certification, Authentication, and Verification (CAV) Pre-Evaluation effective immediately.
2. All CAV Application Pre-Evaluations shall now be submitted via email instead of the previous method.
3. The revised process for submitting CAV Application Pre-Evaluations is as follows:
  - a. Prepare all necessary documents for the CAV Application Pre-Evaluation in digital format (PDF preferred).
  - b. Compile the documents into a single email attachment.
  - c. Send the email with the subject line "CAV Application Pre-Evaluation - [Applicant's Name]" to records.regionx@deped.gov.ph.
4. For inquiries or assistance regarding CAV Application Pre-Evaluations, please contact (088) 881 3137. Additionally, the divisional and school personnel in charge of CAV shall join the "DepEd 10 CAV" Facebook Group for further support.
5. This Office directs the immediate and wide dissemination of this Memorandum.

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

**DR. FEDERICO P. MARTIN, CESO V**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

INFORMATION TECHNOLOGY      CAV  
ICT/mabulay



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