



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



December 28, 2017

**DIVISION MEMORANDUM**

No. 336, s. 2017

**DIVISION ORIENTATION ON THE IMPLEMENTATION OF DEPED ORDER NO. 48, S.2017  
(THE POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL  
RECORDS)**

To: **Chief Education Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
Heads of Public and Private Elementary, Secondary and Integrated  
Schools  
SHS Registrars  
Others Concerned**

1. The Department of Education (DepEd) Division of Aklan will conduct the Division Orientation on the implementation of the **Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education** (DepEd Order No. 48, s.2017) on January 12, 2018 at Gov. Corazon L. Cabagnof Tourism and Training Center (previously Aklan Training Center), Old Buswang, Kalibo, Aklan.
2. This orientation activity aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. The orientation is divided in two sessions. The morning session (8am to 12pm) is composed of the districts from the Eastern side namely: Alfayas, Balete, Batan, Banga, Kalibo I and Kalibo II, Ubacoo, Madaiaog and New Washington. The afternoon session (1pm to 5pm) will include the districts from the Western side, to wit: Buruariga, Ibaogay West and East, Lezo, Makato, Malay, Malinao, Nabas, Numancia and Tangalan.
4. Participants of this orientation are School Heads of Public and Private Elementary, Secondary and Integrated Schools and SHS registrars.
5. Expenses incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**MICHAEL T. RAPIZ**

Chief Education Supervisor  
School Governance and Operations Division  
In-Charge of the Division

Enclosure: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

**AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY**

**PROCEDURE  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS**

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Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



December 28, 2017

Number of participants per District					
District	Elementary	Secondary	Private Schools	SHS Registrar	Total
<b>Morning Session</b>					
Allavos	15	5	5	1	26
Balete	11	3	5		19
Balan	22	8	3		33
Banga	18	6	3		27
Kalibo I	10	2	31		43
Kalibo II	10	3	0	2	15
Libacao	16	5	3		24
Madalag	13	4	0		17
New wash	17	3	7	1	28
<b>Total</b>					<b>232</b>
<b>Afternoon Session</b>					
Buruanga	8	2	2		12
Ibajay East	11	2	1		14
Ibajay West	11	3	3		17
Lezo	9	2	0		11
Makato	13	3	3		19
Malay	13	4	22		39
Malinao	16	7	2		25
Nabas	13	4	5		22
Numancia	13	2	4		19
Tangalan	11	4	0		15
<b>Total</b>					<b>193</b>
<b>Morning and Afternoon Session</b>					
SDO	10				10



Republic of the Philippines  
**Department of Education**

25 AUG 2017

DepEd ORDER  
No. **48**, s. 2017

**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureaus and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records**.
2. This DepEd Order aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures, and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. All other DepEd issuances, rules, and regulations, which are inconsistent with these guidelines and procedures are deemed amended accordingly upon its effectivity.
4. This Order shall take effect immediately upon its approval.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

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

AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY

PROCEDURE  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS

**POLICY AND PROCEDURAL GUIDELINES  
ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION  
OF BASIC EDUCATION SCHOOL RECORDS**

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**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

**L RATIONALE**

School records define and perpetuate the educational status of a person and, most importantly, influence his / her future undertakings, regardless of professional, and / or otherwise, levels. The availability and accessibility thereof must, therefore, be assured. Foremost is that its reliability and authenticity should be guaranteed at all times.

The Department of Education, as the premier public institution with a pronounced vision and mission and core values that are learner - centered, is the custodian of the school records of all learners in the basic formal and non-formal educational systems. As such, it receives requests from these former / current learners for the production and certification of their school records in relation to valid purposes such as: but not limited to, employment abroad, migration to foreign land, travel to overseas; and other personal reasons. The school records so requested are those required to be authenticated by the Department of Foreign Affairs pursuant to existing national and international regulations.

This Department Order provides a unified and comprehensive set of standards, procedures, and guidelines in the processing of Certification, Authentication and Verification (CAV) of school records. It seeks to achieve the following objectives:

- a. To give proper guidance and policy direction to all officials, officers and personnel concerned in the processing of requests for CAV;
- b. To simplify the requests, processes and procedures in handling CAV transactions;
- c. To identify the roles, responsibility and accountability of all personnel involved in the processing of CAV requests;
- d. To ensure a standard and uniform processing of CAV requests by personnel concerned thru the step-by-step procedures set forth herein; and
- e. To establish sustained mechanisms for monitoring and evaluation of the efficiency and effectiveness of this Policy and Procedural Guidelines (PPG), and the appropriate elevation and resolution of interpretation and implementation issues, problems and concerns.

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## II. SCOPE OF THE POLICY

For the purpose of this Policy and Procedural Guidelines (PPG), the following shall be covered in its application and implementation as defined under Section III hereunder:

- a. Academic School Records
- b. Certifying Officers
- c. Learners
- d. Public and Private Learning Institutions on Basic Education

## III. DEFINITION OF TERMS

For the purpose of this Order, the following terms are defined / understood as follows:

- a. **Academic School Records (ASR)** - refers to different education-related documents attesting to the level of academic completion or accomplishment of a learner in the formal system or Alternative Learning System (ALS) that an applicant can request for a Certification, Authentication and Verification (CAV) as required for authentication by the Department of Foreign Affairs (DFA). It shall include any, or all of, the following:
  - i. Elementary / Secondary Diploma
  - ii. Form 137
  - iii. Form 138
  - iv. Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT)
- b. **Alternative Learning System (ALS) Accreditation and Equivalency Test (A&E Tests)** – refers to nationally-administered tests that aim to measure the competencies and life skills of those who have not attended or finished the formal elementary or secondary education. These assessments allow learners to obtain certification of completion at different exits in Basic Education, which may be used to access further education, job promotion, entry to job training, and employment.
- c. **Applicant** – refers to a person who applies for or requests for his / her Academic School Records for Certification, Authentication and Verification purposes only; in any event of his / her physical absence, the applicant may be substituted by a duly authorized representative as defined below.
- d. **Basic Education School Records** – refers to any of the documents defined under Section III (a) above evidencing the level of academic completion or accomplishment of a learner which encompasses kindergarten, elementary, and secondary education as well as alternative learning systems for out-of-school-learners and those with special needs.



- e. **Certification, Authentication, and Verification (CAV)** – refers to an official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the Department of Education (DepEd) and the Department of Foreign Affairs (DFA) pursuant to existing arrangements by the said Departments, and shall be issued to the applicant only for any of the following applicable purposes and as required by DFA:
- i. Employment abroad
  - ii. Seaman's Book / Seafarer's Registration Certificate
  - iii. Migration abroad
  - iv. Student visa
  - v. Tourist visa
  - vi. Fiancé visa
  - vii. Descendant's visa
  - viii. Reimbursement of educational allowance / tuition fees of children of Overseas Filipino Workers (OFW)
  - ix. Such other purposes as maybe required in writing by the DFA.
- f. **Certification of Academic Level Completed** – refers to a document issued by duly authorized and competent authorities certifying to a learner's level of academic completion in the formal education system.
- g. **Certification of English as Medium of Instruction** - refers to a document issued by duly authorized and competent authorities certifying that the language used in teaching in a learning institution is English.
- h. **Certification of English Translation of Diploma**- refers to a document issued by duly authorized and competent authorities certifying to the translation in the English language of school records in non-English language.
- i. **Certification of Graduation** – refers to a document issued by duly authorized and competent authorities certifying, based on incontestable school records, the name of the learner, his / her year of graduation and Learner's Reference Number (LRN) issued by DepEd, and, in the case of private schools, the learner's Special Order Number upon graduation from secondary course.
- j. **Certification** – refers to the official and formal process and act of attesting to any relevant information pertaining to the academic level of accomplishment of a learner based on his / her existing and verifiable school records as certified to by duly authorized and competent authorities. The Certification covers information as disclosed in the said school records and defined appropriately in this Section, as follows:
- i. Academic Level Completed
  - ii. English as Medium of Instruction
  - iii. English Translation of Diploma
  - iv. Graduation



**k. Certifying Officers-** refers to those who are authorized by this Order to certify to the Academic School Records of a learner as enumerated in this Section. They are either appointed or designated by duly-constituted authorities, as follows:

- i. Records Custodian / Registrar
- ii. School Heads
- iii. Division Records Officer
- iv. Administrative Officer V for Administrative Section
- v. Assistant Schools Division Superintendent
- vi. Schools Division Superintendent
- vii. Regional Records Officer
- viii. Regional Chief Administrative Officer, Administrative Division
- ix. Assistant Regional Director
- x. Regional Director

For the purpose of issuance of the Certification, Authentication and Verification (CAV) Form, the signature and approval therein shall be by the Regional Director, or Assistant Regional Director, or Regional Chief Administrative Officer, Administrative Division, in the said signing authority order.

**l. Elementary / Secondary Diploma** – refers to the academic record issued by a learning institution which certifies that a learner has successfully completed the academic requirements for graduation prescribed by the Department of Education for Elementary and Secondary Schools.

**m. Foreign or International Schools** – refers to schools duly established and authorized in accordance with the existing Philippine laws to operate certain educational programs that primarily and principally adhere to either universally accepted and recognized educational policies and standards or the unique differentially prescribed system of education of a particular country other than the Philippines.

**n. Form 137** – refers to the permanent school learner record showing the historical academic and co-curricular records of the learner.

**o. Form 138** – refers to the document showing the academic performance of a learner in a given school year.

**p. Learner** – refers to a pupil or student in the formal system, or in the Alternative Learning System (ALS).

**q. Learning Institutions** - refers to schools, both public and private, including those Philippine Schools based overseas and Foreign or International Schools based in the Philippines, duly accredited and / or recognized by the Department of Education authorized to offer any of the following Basic Education Program:

i. **Kindergarten education** – shall mean one (1) year of preparatory education for children at least five (5) years old as a pre-requisite for Grade 1.

- ii. **Elementary education** – refers to the second stage of compulsory basic education which is composed of six (6) years.
- iii. **Secondary education** – refers to the third stage of compulsory basic education consisting of four (4) years of junior high school education and two (2) years of senior high school education.

- r. **Philippine Schools Overseas** - are duly registered educational institutions operating outside the Philippines and implementing the basic education curriculum of DepEd, purposely to address the educational needs of children of Filipinos and eventually facilitate their reintegration into the Philippine Education System
- s. **Philippine Education Placement Test (PEPT)** – refers to nationally-administered assessment for learners in special circumstances the result of which allow learners to access or resume schooling and / or obtain certification of completion by grade level in the DepEd formal system.
- t. **Representative** – refers to a person duly authorized in writing through a valid Special Power of Attorney (SPA) executed by the applicant specifically stating the name of the representative and the purpose for its issuance.

In the case of a minor learner, the application may be filed by any of the following, subject to the presentation of a valid proof of affinity to the minor learner as stated hereunder:

- i. **Parent** – Birth Certificate of the minor learner
  - ii. **Brother or Sister of legal age** - Birth Certificates of the minor learner and the brother or sister
  - iii. **Legal Guardian** – Court Order
- u. **Secondary Evidence** – refers to documentary evidences to support any claim of graduation from, or completion of, any level in formal educational system when school records are reported lost, damaged or destroyed, in which case, the applicant must submit any of the following to support his / her claim:
    - i. 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
    - ii. 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.
  - v. **Special Order (SO)** – an authority issued by the Department of Education as a requirement for the graduation of students from the formal secondary level in private schools, on a certain date, and is granted conditionally upon the successful completion of the requirements therefor.

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#### IV. POLICY STATEMENT

It is the declared policy of the Department of Education that learners, regardless of their level of educational accomplishments, whether in the formal or informal systems, have the right to information on and access to their basic education school records without inconveniencing them. Further, it is also guaranteed that the Department shall afford full protection to any learner's right to security and confidentiality of his / her records. Finally, these learners' school records must be protected and safeguarded in accordance with standards on records management and custodianship in order to ensure the integrity, accessibility and timely release thereof.

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## V. PROCEDURES ON THE PROCESSING OF CAV

### GENERAL INSTRUCTIONS:

1. An Applicant, or in his / her absence, his / her duly authorized representative, shall fill-out a CAV Request Form (RF) for any of the following Academic School Records (ASR):
  - a. Elementary / Secondary Diploma
  - b. Form 137
  - c. Form 138
  - d. Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT)
2. The issuance of CAV shall be for a specific purpose only as defined in Section III (e) of this PPG
3. Special Order (SO) Number must be indicated in the Diploma and Certificate of Graduation issued by private secondary schools. In any case where SO No. is not available, the School Head should not act favorably on the RF of the Applicant.
4. In case of lost, damaged or destroyed documents, inform the applicant accordingly. However, the applicant should be advised to produce any of the following as maybe basis for the reconstruction of Academic School Records:
  - a. 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
  - b. 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.
5. In case of lost diploma, reconstructed diploma shall be issued for CAV purposes only upon presentation of any of the abovementioned requirements under preceding item number 4.
6. The reconstruction of a Diploma shall be subject to submission of incontestable proofs of a Learner's completion of the academic requirements of the appropriate academic program; provided that the contents of the diploma shall strictly follow the DepEd - prescribed format.
7. The translation in English Language of a valid diploma stated in pure Filipino Version shall be the function of the School concerned, subject to the approval thereof by the Division Office.
8. No service fees shall be charged from any applicant for Certification, Authentication, and Verification (CAV).
9. The issuance of CAV shall be the function and responsibility of the Records Section in DepEd Regional Offices

10. All Schools Division Offices shall submit the following documents: (in soft and / or hard copy) to their respective DepEd Regional Offices:

- a. Enrollment List per school within 60 days after the opening of classes;
- b. List of School Graduates and School Form 5 (Report on Promotion and Learning Progress and Achievement), not later than 30 days from the date of graduation; and in the case of graduates from private secondary schools, the List of Graduates with Special Order Number; and
- c. Updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes.

11. All Regional Offices shall submit to the DFA thru its official e-mail accounts ([ff.fetalco@oca.dfa.gov.ph](mailto:ff.fetalco@oca.dfa.gov.ph) or [authenticationdfa@gmail.com](mailto:authenticationdfa@gmail.com)) its updated list of authorized signatories on CAV with their specimen signatures.



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## NARRATIVE PROCEDURES

### A. AT THE SCHOOL

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive Request Form (RF)	Receive RF	Records Custodian / Registrar* *in his/her absence, the School Head	Two (2) minutes	RF	CAV Form "1" (Request Form)
2. Review of Request Form (RF)	Check the completeness of information and requirements required in the RF  Note: If incomplete, return to the applicant with proper advice; if complete, proceed to No. 3	Records Custodian / Registrar*  *in his/her absence, the School Head	Five (5) minutes	RF for processing	
3. Verification of Records	Search for the appropriate Academic School Records as requested by the Applicant	Records Custodian / Registrar*  *in his/her absence, the School Head	Thirty (30) minutes	Requested ASR	
	> if available, proceed to No. 4				
	> if not available, check availability of the records in the Schools Division Office (SDO) concerned through School Referral Form*  *to be hand-carried by the applicant / representative to the SDO	Records Custodian / Registrar*  *in his/her absence, the School Head	Thirty (30) minutes	School Referral Form	CAV Form "2" School Referral Form to Division Office
4. Evaluation of Records	Check and validate the correctness and completeness of the information in the SRF against the available school records	Records Custodian / Registrar*  *in his/her absence, the School Head	Not more than ten (10) minutes		
	> if matched, proceed to No. 5				

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	<p>&gt; If unmatched, perform the following:</p> <p>&gt;&gt; If unmatched as to name / date of birth / place of birth, clarify the discrepancy/ies with the applicant and require him/her to submit duly authenticated Birth Certificate (BC) issued by the Philippine Statistics Authority (PSA).</p> <p>&gt;&gt; If the submitted BC is matched, proceed to No. 5.</p> <p>&gt;&gt; If the unmatched records persist, inform the applicant to the Legal Unit of the Regional Office for proper disposition.</p>				<p><b>CAV Form "3"</b> Indorsement for Correction of Entries in the Academic School Records</p>
5. Approval of the Request	> Prepare the Academic School Records and Certification and affix his/her initials.	Records Custodian	thirty (30) minutes	Academic School Record and Certification	<b>CAV Form "4"</b> Certification of Enrollment/Completion/Graduation
	> Review the accuracy and veracity of the Academic School Records and Request Form.	School Head	ten (10) minutes		
	>> If in order, signs and approves the ASR and Certification and prepares indorsement for transmittal to the RO.	School Head	ten (10) minutes	Approved ASR and Certification in sealed envelope with indorsement.	<b>CAV Form "5"</b> School Transmittal to the Regional Office
	>> If not in order, return to Records Custodian for appropriate action until the noted discrepancy/ies is clarified and rectified.	Records Custodian	ten (10) minutes		
6. Release of Certification	Release the approved ASR and Certification in two (2) copies and in sealed envelope to the applicant together with the indorsement for transmittal to the RO.	Records Custodian	three (3) minutes	Approved ASR and Certification in sealed envelope.	
	<p>&gt; Original and duplicate copy of the Certification</p> <p>&gt; Two (2) Certified true copies of the ASR</p>				

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	<p>The School Head shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:</p> <ol style="list-style-type: none"> <li>1. E-mail</li> <li>2. Text Message</li> <li>3. Fax</li> </ol> <p>Note: Schools and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers.</p>	School Head			CAV Form "5" List of Approved CAV Request
7. Recording and Maintenance of Certification	Record the release and maintains files of ASR and Certification duly acknowledged by the applicant.	Records Custodian	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement	

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## B. AT THE SCHOOLS DIVISION OFFICE

<p><b>Note:</b> Only the following cases shall be handled in the Division Office:</p> <ol style="list-style-type: none"> <li>1. Referral from the school of the non-availability of Academic School Record</li> <li>2. Results of rating on Alternative Learning Systems A&amp;E Test and Philippine Educational Placement Test (PEPT).</li> <li>3. Schools that ceased operation for whatever causes wherein the learners' school records are required to be surrendered to the Department of Education pursuant to existing regulations under Department Order RR 4, 2010 dated June 24, 2010.</li> </ol>					
<b>1. Referral from the school of the non-availability of Academic School Record</b>					
Process	Tasks	Responsible Unit / Person	Time Frame per Applicant	Output	Form
1. Receive of School Referral Form (SRF)	Receive SRF	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Two (2) minutes	SR	CAV Form "2" School Referral Form (SRF)
2. Verification of Records	Search for the appropriate Academic School Records as requested by the School	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Thirty (30) minutes	Requested ASR	
	> If available, proceed to No. 3				
	> If not available, inform the requesting School that it has no record thru a Certification of Non-availability of ASR.	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Certification of Non-availability of ASR	CAV Form "7" Certification of Non-availability of Academic School Records in the Division Office
3. Evaluation of Records	Checks and validates the correctness and completeness of the information in the RF.	Division Records Officer*	Ten (10) minutes	Validated RF	
	> If matched, proceed to No. 4 > If unmatched, indicate the discrepancy/ies noted during the evaluation of records.	*in his/her absence, the AO V for the Administrative Section			

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form	
4. Release of Results of Verification	> If matched, release the ASR to the requesting school with proper Indorsement.	Division Records Officer	Fifteen (15) minutes	Validated ASR with Indorsement	CAV Form "E" Return Indorsement of Schools Division Office to the School	
	> If unmatched, issue the Certification stating the noted discrepancies.	Division Records Officer* *In his/her absence, the AO V for the Administrative Section	Fifteen (15) minutes	Certification	CAV Form "F" (Certification of Discrepancy / Iss)	
	> The Division Records Officer shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:  1. E-mail 2. Text Message 3. Fax	Division Records Officer* *In his/her absence, the AO V for the Administrative Section				CAV Form "G" List of Approved CAV Request
	<b>Note:</b> Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers					
5. Recording and Maintenance of the Results of Verification	Record the release and maintains files of Results of Verification duly acknowledged by the applicant.	Division Records Officer* *In his/her absence, the AO V for the Administrative Section	Five (5) minutes	List of ASR issued and the receiving copy of Indorsement		

**2. Results of Rating on Alternative Learning Systems A&E Test and Philippine Educational Placement Test (PEPT)**

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive of Request Form (RF)	Receives RF	Division Records Officer* *in his/her absence, the AO V for the Administrative Section	Upon presentation of the Request Form	Request Form	CAV Form "10" Request Form (RF) for ALS A&E and PEPT Ratings
2. Review of RF	Check the completeness of information and requirements required in the RF  Note: if incomplete, return to the applicant with proper advice; if complete, proceed to No. 3	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Five (5) minutes	RF for processing	
	Search for the Result of Rating as requested by the Applicant.	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section			
3. Verification of Records	> If available, proceed to No. 4	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Ten (10) minutes	Requested ASR	
	> If A&E Rating is not available, inform the Applicant that the Division Office has no record, and coordination will be made by the Division Records Officer with the Division ALS Coordinator who, in turn, will make the necessary verification with the Bureau of Education Assessment (BEA), DepEd Central Office	Division Records Officer*  *in his/her absence, the AO V for the Administrative Section	Within one (1) hour		

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	> If PEPT Rating is not available inform the Applicant that the Division Office has no record, and coordination will be made by the Division Records Officer with the Bureau of Education Assessment (BEA), DepEd Central Office	Division Records Officer*			
		*In his/her absence, the AO V for the Administrative Section			
	> If with positive verification, proceed to No 4	Division Records Officer/ALS Coordinator			
	= If with negative verification, inform the Applicant accordingly and issue a Certification of Non-availability of Rating		Upon receipt of the information from BEA		<b>CAV Form #11*</b> Certification of Non-availability of the Rating (A&E / PEPT)
4. Approval of RF	= Prepare the Academic School Records and Certification and affix his/her initials.	Division Records Officer*	Not more than thirty (30) minutes	Academic School Record duly certified and sealed	
	> Check the accuracy and veracity of the ASR and RF.	SOS			
	>> If in order, sign and approve the ASR and Certification and prepares indorsement for transmittal to the RO.	SOS	Not more than five (5) minutes	Approved ASR and Certification	<b>CAV Form #12*</b> Certification of Rating A&E / PEPT  <b>CAV Form #13*</b> Division Office Transmittal to the Regional Office
	>> If not in order, return to Division Records Officer for appropriate action until the noted discrepancy/ies is clarified and rectified	Division Records Officer*	Not more than ten (10) minutes		
	*In his/her absence, the AO V for the Administrative Section				

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
5. Release of Certification	Release the approved ASR and Certification in two (2) copies and in sealed envelope to the applicant for transmittal to the Regional Office.	Division Records Officer*	Not more than 15 minutes	Approved ASR and Certification in a sealed envelope and indorsement to the RO	
	> Original and duplicate copy of the Certification	*In his/her absence, the AO V for the Administrative Section			
	> Two (2) Certified true copies of the ASR				
5. Release of Certification	<p>&gt; The Division Records Officer shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:</p> <ol style="list-style-type: none"> <li>1. E-mail</li> <li>2. Text Message</li> <li>3. Fax</li> </ol> <p>Note: Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers</p>	<p>Division Records Officer*</p> <p>*In his/her absence, the AO V for the Administrative Section</p>			CAV Form "B" List of Approved CAV Request
6. Recording and Maintenance of Certification	Record the release and maintain files of ASR and indorsement duly acknowledged by the applicant.	Division Records Officer*	Five (5) minutes	List of ASR issued and the receiving copy of indorsement	CAV Form "14" List of Approved CAV Request
		*In his/her absence, the AO V for the Administrative Section			

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### 3. Schools that ceased operation

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive RF	Receive RF	Division Records Officer* *In his/her absence, the AO V for the Administrative Section.	Two (2) minutes	RF	CAV Form "1" Request Form (RF)
2. Verification of Records	Search for the appropriate Academic School Records  > If available, proceed to No. 3	Division Records Officer* *In his/her absence, the AO V for the Administrative Section.	Thirty (30) minutes	Requested ASR	
	> If not available, inform the applicant accordingly and issue Certification.	Division Records Officer* *In his/her absence, the AO V for the Administrative Section.	Fifteen (15) minutes	Certification of Non-availability of ASR.	CAV Form "7" Certification of Non-availability of Academic School Records in the Division Office
3. Evaluation of Records	Check and validate the correctness and completeness of the information in the RF.  > If matched, proceed to No. 4	Division Records Officer* *In his/her absence, the AO V for the Administrative Section.	Ten (10) minutes	Validated RF	
	> If unmatched, indicate the discrepancy/ies noted during the evaluation of records.				
4. Release of Results of Verification	> If matched, release the ASR to the Regional Office with proper indorsement.	Division Records Officer *In his/her absence, the AO V for the Administrative Section.	Fifteen (15) minutes	Validated ASR with Indorsement	CAV Form "13" (Division Office transmittal to the Regional Office)
	> If unmatched, issue the Certification stating the noted discrepancy/ies	Division Records Officer *In his/her absence, the AO V for the Administrative Section.	Fifteen (15) minutes	Certification	CAV Form "9" (Certification of Discrepancy / ies)



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	<p>The Division Records Officer shall immediately inform the Regional Office about the CAV requests duly approved in the Division thru any of the following means:</p> <ol style="list-style-type: none"> <li>1. E-mail</li> <li>2. Text Message</li> <li>3. Fax</li> </ol> <p>Note: Divisions and Regional Offices shall provide updated list of duly authorized e-mail address and contact numbers</p>	<p>Division Records Officer*</p> <p>*In his/her absence, the AO V for the Administrative Section</p>			<p>CAV Form "9" List of Approved CAV Request</p>
5. Recording and Maintenance of the Results of Verification	<p>Record the release and maintain files of Results of Verification duly acknowledged by the applicant.</p>	<p>Division Records Officer</p> <p>*In his/her absence, the AO V for the Administrative Section</p>	<p>Five (5) minutes</p>	<p>List of ASR issued and the receiving copy of Indorsement</p>	

**C. AT THE REGIONAL OFFICE**

Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
1. Receive of CAV Application Form (CAF)	Receive CAF	Regional Records Officer (RRO)	Upon presentation of the CAF	CAF	CAV Form "15" CAV Application Form
2. Review of CAF	<ul style="list-style-type: none"> <li>&gt; Review the completeness of information in the CAF</li> <li>&gt; Open the sealed envelope containing requirements required in the CAF</li> <li>&gt; Validate CAF against the message received from the School Head concerned</li> <li>&gt; Check veracity of the signature of the School Head</li> <li>&gt; Proceed to No. 3</li> </ul> <p><i>Note: School heads shall submit yearly their specimen signature cards to their respective Division Offices</i></p>	Regional Records Officer (RRO)	20 minutes	CAF for processing	
3. Validation of Records	<ul style="list-style-type: none"> <li>&gt; In cases of Diploma and Certificate of Graduation, check the Special Order No. Indicated therein against the records on file in the Regional Office</li> <li>&gt;&gt; If matched, proceed to No. 4</li> <li>&gt;&gt; If unmatched, inform the Applicant accordingly with proper advice as to other courses of actions he/she may take</li> <li>&gt; If available, proceed to No. 4</li> </ul>	Regional Records Officer (RRO)	Ten (10) minutes	Requested record	
4. Approval of CAF	> Prepare the CAV	RRO	Thirty (30) minutes	CAV	CAV Form "16" CAV
	> Check the completeness and accuracy of the CAV	Applicant / RRO	five (5) minutes		



Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
	> If the Applicant finds some information lacking and/or inaccurate, the RRO shall make the necessary update/correction.	RRO	Ten (10) minutes		
	> If in order and the Applicant is himself/herself the subject of CAV, the RRO shall capture his/her photo; if in order but the Applicant is represented by an authorized representative, attach the picture or photo in the CAV and the RRO shall scan the photo;	RRO	Ten (10) minutes		
	> Affix initial in the CAV Form	RRO			
	> Issue Claim Stub for DFA Authentication  <i>Note: The date of release of the DFA that must be indicated in the Claim Stub should be eight (8) working days from receipt of the application in the regional office.</i>	RRO	Five (5) minutes		DFA Claim Stub
	> Forwards CAV to the Approving Officer as defined under Section III of this PPO in the order of their authority	RRO	Two (2) minutes	CAV	
	> Sign the CAV	RO / ARO / CAO	Within Two (2) hours	Approved CAV	
5. Release of Certification	> Prepare Master List of duly approved CAVs.  <i>Note: Original copy – DFA, Duplicate copy – Regional Office</i>	RRO	Within Two (2) hours	Master List	CAV Form #17 Certification of English as Medium of Instruction

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Process	Tasks	Responsible Unit / Person	Time Frame	Output	Form
5. Release of Certification	<ul style="list-style-type: none"> <li>&gt; Receive the original copy of Master List and CAVs for transmittal to DFA.</li> <li>&gt; Check completeness of the documents against the Master List.</li> <li>&gt;&gt; If complete, seal the envelope</li> <li>&gt;&gt; If incomplete, reconcile with the RRO</li> </ul>	DFA official courier	Daily	Master Lists of approved CAVs	Master List of Documents for DFA Authentication
	<ul style="list-style-type: none"> <li>&gt; E-mail to DFA (ff.fatalcon@ocda.dfa.gov.ph or authenticationdfa@gmail.com) the Master List of duly approved CAVs.</li> <li>&gt; Filing and Storage of e-Documents/Photocopy of Approved CAV</li> <li>&gt; Update register CAV requests</li> </ul>	RRO	Within the day	Master List of CAVs	
5. Recording and Maintenance of Certification	Record the release and maintains files of CAV duly acknowledged by the official courier	Records Custodian	Five (5) minutes	CAV file copies / Master List	

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## FLOWCHART OF PROCEDURES

PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p><b>STEP 1</b></p> <pre> graph TD     START([START]) --&gt; RF[RECEIVING OF REQUEST FORM (RF)]             </pre>	RECORDS CUSTODIAN/REGISTRAR • RECEIVE REQUEST FORM-SCHOOL (RF)	TWO (2) HOURS	RF FORM 1 (RF001 (RF))
<p><b>STEP 2</b></p> <pre> graph TD     RF[REVIEW OF REQUEST FORM (RF)] --&gt; APPROVED{APPROVED?}     APPROVED -- NO (INVALID) --&gt; RF     APPROVED -- NO (INVALID) --&gt; Note[Return to the Applicant]     APPROVED -- YES --&gt; IF[IF FOR PROCESSING]             </pre>	RECORDS CUSTODIAN/REGISTRAR • CHECK THE COMPLETENESS OF INFORMATION AND REQUIREMENTS REQUIRED IN THE RF.	FIVE (5) HOURS	
<p><b>STEP 3</b></p> <pre> graph TD     VER[VERIFICATION OF RECORDS] --&gt; AVAIL1{AVAILABILITY?}     AVAIL1 -- YES --&gt; AVAIL2{AVAILABILITY?}     AVAIL1 -- NO --&gt; SDO[SCHOOL DIVISION OFFICE (SDO)]     SDO --&gt; RE-VER[RE-VERIFICATION OF RECORDS]     RE-VER --&gt; AVAIL2     AVAIL2 -- YES --&gt; APPROVED2{APPROVED?}     APPROVED2 -- NO --&gt; LON[ISSUANCE OF LETTER OF DENIAL]     APPROVED2 -- YES --&gt; VER             </pre>	RECORDS CUSTODIAN/REGISTRAR • SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORDS (ASR) AS REQUESTED BY APPLICANT • IF NOT AVAILABLE, CHECK AVAILABILITY OF THE RECORDS IN THE SCHOOLS DIVISION OFFICE (SDO) CONCERNED THROUGH SCHOOL REFERRAL FORM*. (NOTE: TO BE HAND-CARRIED BY THE APPLICANT / REPRESENTATIVE TO THE SDO.	FIFTY (50) MINUTES	SR FORM 2 (SR002 (SR))
<p><b>STEP 4</b></p> <pre> graph TD     EVAL[EVALUATION OF RECORDS] --&gt; APPROVED3{APPROVED?}     APPROVED3 -- NO --&gt; Note3[Return to the Applicant]     APPROVED3 -- YES --&gt; CONT1[Cont. to page 2]             </pre>	RECORDS CUSTODIAN/REGISTRAR • CHECK AND VALIDATE THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE SR AGAINST THE AVAILABLE SCHOOL RECORDS. • IF UNMATCHED, GO TO NAME/ DATE OF BIRTH, CLARIFY THE DISCREPANCY/ES WITH THE APPLICANT AND RECORD. HOWEVER TO SUBMIT ONLY AUTHENTICATED BIRTH CERTIFICATE (BC) ISSUED BY PHILIPPINE STATISTICS AUTHORITY (PSA).	NOT MORE THAN TEN (10) MINUTES	SR FORM 2 (SR002 (SR))

## PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p><b>STEP 4</b></p> <pre> graph TD     Start([End from page 1]) --&gt; ASR[APPROVAL OF ASR]     Start --&gt; Matched{MATCHED}     Matched -- YES --&gt; ASR     Matched -- NO --&gt; Legal[LEGAL UNIT OF THE REGIONAL OFFICE]     Legal --&gt; Step1([STEP 1])     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR:                  • IF THE UNMATCHED RECORDS PERSIST, ADVISE THE APPLICANT TO THE LEGAL UNIT OF THE REGIONAL OFFICE FOR PROPER DEPOSITION.</p>		<p>OF FORM '3' (ANNEX 'A' CONTROL OF COPIES IN THE ACADEMIC SCHOOL RECORDS)</p>
<p><b>STEP 5</b></p> <pre> graph TD     ASR[APPROVAL OF ASR] --&gt; Approved[APPROVED ASR AND CERTIFICATION]     Approved --&gt; Sealed[NOW DULY CERTIFIED AND SEALED]     Sealed --&gt; End([End to page 3])     </pre>	<p>RECORDS CUSTODIAN/REGISTRAR:                  • PREPARE THE ACADEMIC SCHOOL RECORDS AND CERTIFICATION AND WITH HELPER INITIALS:</p> <p>SCHOOL HEAD:                  • REVERE THE SECURITY AND VERACITY OF THE ACADEMIC SCHOOL RECORDS AND REQUEST FORM.</p> <p>RECORDS CUSTODIAN/REGISTRAR:                  • IF IN ORDER, SIGN AND APPROVES THE ASR AND CERTIFICATION AND PREPARES INCORPORATION FOR TRANSMITTAL TO THE NO.</p> <p>SCHOOL HEAD:                  • IF NOT IN ORDER, RETURN TO RECORDS CUSTODIAN/ REGISTRAR FOR APPROPRIATE ACTION (WITH THE NOTED DEFICIENCY/IES TO CLARIFIED AND RECTIFIED).</p>	<p>NOT MORE THAN FIFTY (50) MINUTES</p> <p>TEN (10) MINUTES</p> <p>TEN (10) MINUTES</p> <p>TEN (10) MINUTES</p>	<p>OF FORM '3' (ANNEX 'A' CONTROL OF COPIES IN THE ACADEMIC SCHOOL RECORDS)</p> <p>OF FORM '3' (ANNEX 'A' CONTROL OF COPIES IN THE ACADEMIC SCHOOL RECORDS)</p>
<p style="text-align: center;">End to page 3</p>			<p style="text-align: right;">PAGE 2 OF 3</p>

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## PROCEDURES ON THE PROCESSING OF CAV - SCHOOL LEVEL

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p><b>STEP 1:</b></p> <pre> graph TD     Start([Cont. from page 2]) --&gt; Release[RELEASE OF CERTIFICATION]     Release --&gt; End([END])     Release -.-&gt; Regional[REGIONAL OFFICE]     Regional -.-&gt; Release                     </pre> <p style="text-align: center;">RECORDING AND MAINTENANCE OF CERTIFICATION</p>	<p><b>REGIONS CUSTOMER/REGISTRAR:</b></p> <ul style="list-style-type: none"> <li>RELEASE THE APPROVED ASR AND CERTIFICATION IN TWO (2) COPIES AND SEALED ENVELOPE TO THE APPLICANT TOGETHER WITH THE INFORMATION FOR TRANSMITTAL TO THE REGIONAL OFFICE.</li> <li>&gt; ORIGINAL AND DUPLICATE COPY OF THE CERTIFICATION</li> <li>&gt; TWO (2) CERTIFIED TRUE COPIES OF THE ASR.</li> <li>UPDATE LIST OF APPROVED CAV REQUEST.</li> </ul> <p><b>SCHOOL HEAD:</b></p> <ul style="list-style-type: none"> <li>THE SCHOOL HEAD SHALL IMMEDIATELY INFORM THE REGIONAL OFFICE ABOUT THE CAV REQUESTS DULY APPROVED IN THE SCHOOL, THRU ANY OF THE FOLLOWING MODES:             <ol style="list-style-type: none"> <li>E-MAIL</li> <li>TEXT MESSAGES</li> <li>FAX</li> </ol> </li> <li>NOTE: SCHOOLS AND REGIONAL OFFICES SHALL PROVIDE UPDATED LIST OF DULY APPROVED E-MAIL ADDRESS AND CONTACT NUMBERS.</li> </ul>	THREE (3) MINUTES	ON FORM 'A' (LIST OF APPROVED CAV REQUESTS)
<p><b>STEP 2:</b></p> <pre> graph TD     Release[RELEASE OF CERTIFICATION] --&gt; Record[RECORDING AND MAINTENANCE OF CERTIFICATION]     Record --&gt; End([END])                     </pre>	<p><b>REGIONS CUSTOMER/REGISTRAR:</b></p> <ul style="list-style-type: none"> <li>RECORD THE RELEASE AND SIGNATURE FILES OF ASR AND CERTIFICATION DULY ACKNOWLEDGE BY THE APPLICANT.</li> </ul>		

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PROCEDURES ON THE PROCESSING OF CAV - DIVISION LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>STEP 1</p> <p>START</p> <p>RECEIVING OF DOMESTIC REFERRAL (DR)</p>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>RECEIVE SCHOOL REFERRAL FORM (SRF)</li> </ul>	150 (15) MINUTES	OPTION 17 (FORM REFERRAL & UNDER 17)
<p>STEP 2</p> <p>VERIFICATION OF RECORD</p> <p>AVAILABILITY</p> <p>NO</p> <p>ISSUANCE OF CERTIFICATION OF NON-AVAILABILITY OF ASR</p> <p>YES</p> <p>RF/SR FOR PROCESSING</p>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORD (ASR) AS REQUESTED BY THE SCHOOL.</li> <li>IF AVAILABLE, PROCEED TO STEP 3</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF NOT AVAILABLE, INFORM THE REQUESTING SCHOOL THAT IT HAS NO RECORD THRU A CERTIFICATION OF NON-AVAILABILITY OF ASR.</li> </ul>	150 (15) MINUTES	OPTION 17 (CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC SCHOOL RECORD IN THE SCHOOL FILE)
<p>STEP 3</p> <p>EVALUATION OF RECORD</p> <p>MATCHED</p> <p>NO</p> <p>ISSUANCE OF CERTIFICATION OF DISCREPANCY/IES</p> <p>YES</p>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>CHECK AND VALIDATES THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE RF.</li> <li>IF MATCHED, PROCEED TO STEP 4.</li> <li>IF UNMATCHED, INDICATE THE DISCREPANCY/IES NOTED DURING THE EVALUATION OF RECORDS.</li> </ul>	120 (12) MINUTES	
<p>STEP 4</p> <p>RELEASE OF RESULTS OF VERIFICATION</p>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF MATCHED, RELEASE THE ASR TO THE REQUESTING SCHOOL WITH PROPER INDORSEMENT.</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF UNMATCHED, ISSUE THE CERTIFICATION DURING THE NOTED DISCREPANCY/IES.</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>THE DIVISION RECORDS OFFICER SHALL IMMEDIATELY INFORM THE RECORDING OFFICE ABOUT THE CAV RESULTS ONLY NOTIFIED IN THE DIVISION THRU AND BY THE FOLLOWING MEANS:</li> </ul> <ol style="list-style-type: none"> <li>E-MAIL</li> <li>TEXT MESSAGE</li> <li>FM</li> </ol> <p>NOTE:</p> <ul style="list-style-type: none"> <li>DIVISIONS &amp; REGIONAL OFFICES SHALL PROVIDE UPDATED LIST OF DAILY AUTHORIZED E-MAIL ADDRESS AND CONTACT NUMBER.</li> </ul>	120 (12) MINUTES	<p>OPTION 17 (FORM INDEMENT IF SCHOOL DEPENDS UPON CAV)</p> <p>OPTION 17 (CERTIFICATION OF DISCREPANCY)</p> <p>OPTION 17 (LIST OF APPROVAL ON FORM)</p>
<p>STEP 5</p> <p>RECORDING AND HANDOFF OF THE RESULTS OF VERIFICATION</p> <p>END</p>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>RECORD THE RELEASE AND HANDOFF OF ASR AND INDORSEMENT DAILY ACKNOWLEDGED BY THE APPLICANT.</li> </ul>	120 (12) MINUTES	OPTION 17 (LIST OF APPROVAL ON FORM)

**PROCEDURES ON THE PROCESSING OF CAV  
RESULTS OF RATING ON ALTERNATIVE LEARNING SYSTEMS (ALS) ABLE TEST  
AND PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

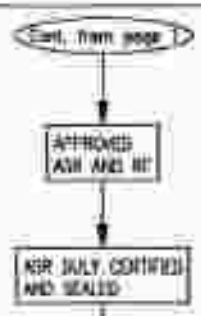


PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>STEP 1</p>	<p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>RECEIVES REQUEST FORM (RF)</li> </ul>	<p>FROM REGISTRATION OF THE SCHOOL</p>	<p>ON FORM "1" (DUPLICATE FORM (DF) FOR ALS AND PEPT RATING)</p>
<p>STEP 2</p>	<p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>CHECK THE COMPLETENESS OF INFORMATION AND REQUIREMENTS REQUIRED IN THE RF.</li> </ul>	<p>TWO (2) HOURS</p>	
<p>STEP 3</p>	<p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>SEARCH FOR THE RESULT OF RATING AS REQUESTED BY THE APPLICANT.</li> </ul> <p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>IF ABC RATING IS NOT AVAILABLE, INFORM THE APPLICANT THAT THE DIVISION OFFICE HAS NO RECORD, AND COORDINATION WILL BE MADE BY THE DIVISION RECORDS OFFICER WITH THE DIVISION ALS COORDINATOR WHO, IN-TURN, WILL MAKE THE NECESSARY VERIFICATION WITH THE BUREAU OF EDUCATION ASSESSMENT (BEA), DEPED CENTRAL OFFICE.</li> <li>IF PEPT RATING IS NOT AVAILABLE, INFORM THE APPLICANT THAT THE DIVISION OFFICE HAS NO RECORD, AND COORDINATION WILL BE MADE BY THE DIVISION RECORDS OFFICER WITH THE BUREAU OF EDUCATION ASSESSMENT (BEA), DEPED CENTRAL OFFICE.</li> </ul> <p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>IF WITH NEGATIVE VERIFICATION, INFORM THE APPLICANT ACCORDINGLY AND ISSUE A CERTIFICATE OF NON-AVAILABILITY OF RATING.</li> </ul>	<p>TEN (10) HOURS</p> <p>FROM ONE (1) HELP</p>	
<p>STEP 4</p>	<p>DIVISION RECORDS OFFICER (DRO)</p> <ul style="list-style-type: none"> <li>PREPARE THE ACADEMIC SCHOOL RECORDS AND CERTIFICATION AND ATTACH HIS/HER INITIALS.</li> </ul>	<p>NOT MORE THAN FIFTY (50) MINUTES</p>	

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**PROCEDURES ON THE PROCESSING OF CAV  
RESULTS OF RATING ON ALTERNATIVE LEARNING SYSTEMS (ALS) AND TEST  
AND PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p align="center">  </p>	<p><b>SCHOOLS DIVISION SUPERINTENDENT (SDS)</b></p> <ul style="list-style-type: none"> <li>• CHECKS THE ACCURACY AND VERACITY OF THE ASH AND NI.</li> </ul>		<p>ON FORM 117 (STANDARD OF WORK - MICRO)</p>
	<p><b>SCHOOLS DIVISION SUPERINTENDENT (SDS)</b></p> <ul style="list-style-type: none"> <li>• IF IN ORDER, SIGN AND APPROVE THE ASH AND CERTIFICATION AND PREPARE INCORPORATION FOR TRANSMITTAL TO THE RO.</li> </ul>	<p>NOT MORE THAN TEN (5) MINUTES</p>	<p>ON FORM 117 (STANDARD OF WORK - MICRO)</p>
	<p><b>DIVISION RECORDS OFFICER (DRO)</b></p> <ul style="list-style-type: none"> <li>• IF NOT IN ORDER, RETURN TO SDS FOR APPROPRIATE ACTION UNLESS THE NOTED SECRETARIAT/DES IS CLARIFIED AND RECEIVED.</li> </ul>	<p>NOT MORE THAN TEN (10) MINUTES</p>	
<p><b>STEP 3</b></p> <p align="center">  </p>	<p><b>DIVISION RECORDS OFFICER (DRO)</b></p> <ul style="list-style-type: none"> <li>• RELEASE THE APPROVED ASH AND CERTIFICATION IN TWO (2) COPIES AND IN SEALED ENVELOPE TO THE APPLICANT FOR TRANSMITTAL TO THE REGIONAL OFFICE.</li> </ul> <p>3) ORIGINAL AND DUPLICATE COPY OF THE CERTIFICATION</p> <p>4) TWO (2) CERTIFIED TRUE COPIES OF THE ASH.</p>	<p>NOT MORE THAN TEN (5) MINUTES</p>	
<p><b>STEP 4</b></p> <p align="center">  </p>	<p><b>DIVISION RECORDS OFFICER (DRO)</b></p> <ul style="list-style-type: none"> <li>• RECORD THE RELEASE AND MAINTAIN FILED OF ASH AND INCORPORATION DAILY. ACKNOWLEDGE BY THE APPLICANT.</li> </ul>	<p>TWO (2) MINUTES</p>	<p>ON FORM 117 (STANDARD OF WORK - MICRO)</p>

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**PROCEDURES ON THE PROCESSING OF CAV - DIVISION LEVEL  
(SCHOOLS THAT CEASED OPERATION)**

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	ISSUES FORM/DOCUMENT
<p>STEP 1</p> <pre> graph TD     START([START]) --&gt; RF[RECEIVE REQUEST FORM (RF)]             </pre>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>RECEIVE REQUEST FORM (RF)</li> </ul>	<p>TWO (2) HOURS</p>	<p>FORM 7 FORM 10B (RF)</p>
<p>STEP 2</p> <pre> graph TD     V[VERIFICATION OF RECORDS] --&gt; A{AVAILABLE?}     A -- YES --&gt; P["(RF) FOR PROCESSING"]     A -- NO --&gt; C["ISSUANCE OF CERTIFICATION OF NON-AVAILABILITY OF RECORDS"]             </pre>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>SEARCH FOR THE APPROPRIATE ACADEMIC SCHOOL RECORDS.</li> <li>IF AVAILABLE, PROCEED TO STEP 3.</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF NOT AVAILABLE, INFORM THE APPLICANT ACCORDINGLY AND ISSUE CERTIFICATION.</li> </ul>	<p>THIRTY (30) MINUTES</p> <p>SEVEN (7) HOURS</p>	<p>FORM 7 CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC SCHOOL RECORDS (IF APPLICABLE)</p>
<p>STEP 3</p> <pre> graph TD     E[EVALUATION OF RECORDS] --&gt; M{MATCHED?}     M -- YES --&gt; P["(RF) FOR PROCESSING"]     M -- NO --&gt; D["ISSUANCE OF CERTIFICATION OF DISCREPANCY/ICE"]             </pre>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>CHECK AND VALIDATE THE CORRECTNESS AND COMPLETENESS OF THE INFORMATION IN THE RF.</li> <li>IF MATCHED, PROCEED TO STEP 4.</li> <li>IF UNMATCHED, HIGHLIGHT THE DISCREPANCY/ES NOTED DURING THE EVALUATION OF RECORDS.</li> </ul>	<p>ONE (1) HOUR</p>	
<p>STEP 4</p> <pre> graph TD     R[RELEASE OF RESULTS OF VERIFICATION]             </pre>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF MATCHED, RELEASE THE COPY TO THE REGIONAL OFFICE WITH PROPER DOCUMENTATION.</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IF UNMATCHED, ISSUE THE CERTIFICATION SHOWING THE NOTED DISCREPANCY/ES.</li> </ul> <p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>THE DIVISION RECORDS OFFICER SHALL IMMEDIATELY INFORM THE REGIONAL OFFICE ABOUT THE CAV REQUESTS THAT APPROVED IN THE DIVISION THROUGH ANY OF THE FOLLOWING MEANS:                             <ol style="list-style-type: none"> <li>1. E-MAIL</li> <li>2. TEXT MESSAGES</li> <li>3. FAX</li> </ol>                             NOTE:                             <ul style="list-style-type: none"> <li>CHIEFS &amp; REGIONAL OFFICES SHALL PROMPTLY UPDATED LIST OF QUALY AUTHORIZED E-MAIL ADDRESSES AND CONTACT NUMBERS.</li> </ul> </li> </ul>	<p>THREE (3) HOURS</p> <p>THREE (3) HOURS</p>	<p>FORM 7 DIVISION STATE FUNCTIONAL TO BE REGIONAL OFFICE</p> <p>FORM 7 CERTIFICATION OF DISCREPANCY/ICE</p> <p>FORM 7 LIST OF APPROVED OR DENIED</p>
<p>STEP 5</p> <pre> graph TD     R[RECORDING AND MAINTENANCE OF THE RESULTS OF VERIFICATION] --&gt; END([END])             </pre>	<p>DIVISION RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>RELEASE THE RELEASE AND MATCHING COPIES OF RESULTS OF VERIFICATION (ONLY) KNOWLEDGE BY THE APPLICANT.</li> </ul>	<p>ONE (1) HOURS</p>	<p>FORM 7 LIST OF APPROVED OR DENIED</p>

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## PROCEDURES ON THE PROCESSING OF CAV - REGIONAL LEVEL

PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p><b>STEP 1</b></p> <p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">RECEIVING OF CAV APPLICATION FORM (CAF)</p>	<p>REGIONAL RECORDS OFFICER (RRO):</p> <ul style="list-style-type: none"> <li>RECEIVE CAV APPLICATION FORM (CAF)</li> </ul>	<p>UPON RECEIVING OF THE REQUEST FOR</p>	<p>CAF FORM 13 OR MYCABA FORM 100</p>
<p><b>STEP 2</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">REVIEW OF CAF</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">APPROVED</p> <p style="text-align: center;">NO (ISSUES)</p> <p style="text-align: center;">Return to the Applicant</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">CAF FOR PROCESSING</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">ORIGINATING SCHOOL</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">NO (ISSUES)</p> <p style="text-align: center;">Return to the Applicant</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>REVIEW THE COMPLETENESS OF INFORMATION IN THE CAF.</li> <li>OPEN THE SEALED ENVELOPE CONTAINING REQUIREMENTS REQUIRED IN THE CAF</li> <li>KNOWLEDGE CAF AGAINST THE MESSAGE RECEIVED FROM THE SCHOOL HEAD CONCERNED.</li> <li>CHECK VERACITY OF THE SIGNATURE OF THE SCHOOL HEAD.</li> </ul> <p>NOTE: SCHOOL HEADS SHALL SUBMIT THEIR OWN SPECIMEN SIGNATURE CARDS TO THEIR RESPECTIVE DESIGN OFFICE</p>	<p>TEN (10) MINUTES</p>	
<p><b>STEP 3</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">VALIDATION OF RECORDS</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">SUFFICIENT</p> <p style="text-align: center;">NO (ISSUES)</p> <p style="text-align: center;">Return to the Applicant</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>IN CASES OF DIPLOMA AND CERTIFICATE OF GRADUATION, CHECK THE SPECIFIC ORDER (NO) NUMBER INDICATED THEREIN AGAINST THE RECORDS ON FILE IN THE REGIONAL OFFICE.</li> <li>IF UNSATISFACTORY, INFORM THE APPLICANT ACCORDINGLY WITH PROPER ADVICE AS TO OTHER COURSES OF ACTION HE/ SHE MAY TAKE.</li> </ul>	<p>TEN (10) MINUTES</p>	
<p><b>STEP 4</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">APPROVAL OF CAF</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">PREPARATION OF CERTIFICATION</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">ID PHOTO CAPTURE</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">FINALIZATION OF CERTIFICATION</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>PREPARE THE CAF</li> <li>CHECK THE COMPLETENESS AND ACCURACY OF THE CAF</li> <li>IF THE APPLICANT SHOWS SOME INFORMATION LACKING AND/OR INACCURATE, THE RRO SHALL MAKE THE NECESSARY UPDATES/ CORRECTION.</li> <li>IF IN ORDER AND APPLICANT IS HIMSELF/HERSELF THE SUBJECT OF CAF, THE RRO SHALL CAPTURE HIS/HER PHOTO. IF IN ORDER BUT THE APPLICANT IS REPRESENTED BY AN AUTHORIZED REPRESENTATIVE, ATTACHED THE PICTURE OR PHOTO IN THE CAF AND THE RRO SHALL SCAN THE PHOTO.</li> <li>ATTN: RETAIL IN THE CAF FORM</li> </ul>	<p>THIRTY (30) MINUTES</p> <p>FIVE (5) MINUTES</p> <p>TEN (10) MINUTES</p> <p>TEN (10) MINUTES</p>	<p>CAF FORM 13 (DIPLOMA), MYCABA FORM 100 (CERTIFICATE)</p>

(Cont. to page 2)

PAGE 1 OF 2

PROCEDURES ON THE PROCESSING OF CAV - REGIONAL LEVEL			
PROCESS FLOW	RESPONSIBILITY/OUTPUT	PROCESSING TIME	REQUIRED FORM/DOCUMENT
<p>STEP 4</p> <p>Call from page 1</p> <p>ISSUANCE OF CLAIM STUB</p> <p>APPROVED CW</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>ISSUE CLAIM STUB FOR DFA AUTHENTICATION</li> </ul> <p>NOTE: THE DATE OF RELEASE AS THE DATE THAT MUST BE INDICATED IN THE CLAIM STUB SHOULD BE EIGHT (8) WORKING DAYS FROM RECEIPT OF THE APPLICATION BY THE REGIONAL OFFICE.</p> <p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>FORWARD THE CW TO THE APPROVING OFFICER AS DEFINED UNDER SECTION 41 OF THE PMS IN THE ORDER OF THEIR AUTHORITY.</li> </ul> <p>REL. ARG and CND</p> <ul style="list-style-type: none"> <li>SIGN THE CW.</li> </ul>	<p>FIVE (5) MINUTES</p> <p>TWO (2) MINUTES</p> <p>WITHIN TWO (2) YEARS</p>	<p>DFA CLAIM STUB</p>
<p>STEP 5</p> <p>PREPARATION OF MASTER LIST</p> <p>SCANNING OF APPROVED CWA</p> <p>RELEASE OF CERTIFICATION</p> <p>DEPARTMENT OF FOREIGN AFFAIRS (DFA)</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>PREPARE THE MASTER LIST OF DAILY APPROVED CWA.</li> </ul> <p>NOTE: ORIGINAL COPY - DFA DUPLICATE COPY - REGIONAL OFFICE</p> <p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>E-MAIL TO DFA (<a href="mailto:ffr@afpcc@co.iffa.gov.ph">ffr@afpcc@co.iffa.gov.ph</a> or <a href="mailto:outfittedcasestub@ymail.com">outfittedcasestub@ymail.com</a>) THE MASTER LIST OF DAILY APPROVED CWA.</li> <li>FILE AND STORE OF e-DOCUMENT/PHOTOCOPY OF APPROVED CW.</li> <li>UPDATE REGISTER CW REQUESTS.</li> </ul> <p>DFA OFFICIAL COURIER:</p> <ul style="list-style-type: none"> <li>RECEIVE THE ORIGINAL COPY OF MASTER LIST AND CWA FOR TRANSMITTAL TO DFA.</li> <li>CHECK COMPLETENESS OF THE DOCUMENTS AGAINST THE MASTER LIST.</li> <li>IF COMPLETE, SEAL THE ENVELOPE.</li> <li>IF INCOMPLETE, RECONCILE WITH THE RRO.</li> </ul>	<p>WITHIN TWO (2) HOURS</p> <p>WITHIN THE DAY</p> <p>ONLY</p>	<p>OPTIONAL (OPTIONAL IF ORDER IS WORK OF RETENTION)</p> <p>MASTER LIST OF DOCUMENTS FOR DFA AUTHENTICATION</p>
<p>RECORDING AND MAINTENANCE OF CERTIFICATION</p> <p>END</p>	<p>REGIONAL RECORDS OFFICER:</p> <ul style="list-style-type: none"> <li>RECORD THE RELEASE AND MAINTAIN FILES OF CW DAILY ACKNOWLEDGEMENT BY THE DFA OFFICIAL COURIER.</li> </ul>	<p>FIVE (5) MINUTES</p>	

Handwritten initials

Handwritten number 6

#### **D. ELEVATION AND RESOLUTION OF ISSUES, CONCERNS AND PROBLEMS**

Any issues, concerns, or problems arising from the interpretation and / or implementation of any provisions in this PPG, and those that are not properly covered herein, shall be appropriately elevated to the Director of the Administrative Service, DepEd Central Office for proper disposition.

For this purpose, the elevation mechanism herein provided shall follow the proper level of authority and certification laid down in this PPG.

#### **VI. MONITORING AND EVALUATION**

Strict compliance of this policy by all units and personnel concerned shall be regularly monitored by the DepEd Central Office, thru its Project Manager - Records Division, Administrative Service. Proper coordination with the Department of Foreign Affairs shall also be undertaken by the said Office for the determination of the level of observance of the established protocols set forth herein, specifically in the areas of processing time effectiveness and for any incidence of fraudulent certifications.

Proper evaluation of the effectiveness and efficiency of this PPG in addressing all matters covered herein shall also be undertaken in order to further improve its service mechanisms as appropriately provided.

It is herein provided that appropriate trainings and seminars for all certifying officers identified in this PPG shall be conducted within two (2) months from the effectivity hereof. The Records Division – Administrative Service, DepEd Central Office shall extend the necessary proper guidance and support accordingly.

#### **VII. REFERENCES**

**Republic Act No. 10533, s. 2013** – *"An Act Enhancing the Philippine Basic Education System by Strengthening its Curriculum and Increasing the Numbers of Years for Basic Education, Appropriating Funds Therefore and for Other Purposes"*

**Executive Order No. 292, s. 1987** – *"Instituting the Administrative Code of 1987"*

**Executive Order No. 252, s. 2000** – *"Establishing the Inter-Agency Committee on Philippine Schools Overseas, Defining its Composition, Structure, and Functions"*

**Executive Order No. 582, s. 2006** – *"Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs"*

**Vienna Convention of 1963 on consular relation**

**DepEd Order No. 61, s. 1975** – *"Issuance of Special Order for Graduation"*





**DepEd Order No. 16, s. 2003** – *“Issuance of Transferees from Philippine Schools Overseas”*

**DepEd Order No. 63, s. 2004** – *“Revocation Fees for Certification, Authentication and Verification (CAV)”*

**DepEd Order No. 88, s. 2010** – *“2010 Revised Manual of Regulations for Private Schools in Basic Education”*

**DepEd Order No. 54, s. 2016** – *“Guidelines on the Request and Transfer of Learner’s School Records”*

**DepEd Order No. 55, s. 2016** – *“Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program”*

**DepEd Order No. 72, s. 2016** – *“Department of Education People’s Freedom of Information Manual and Implementing Details”*

**DepEd Memorandum No. 53, s. 2007** – *“Creation of a task force on Certification/ Authentication/ Verification (CAV) of Elementary and Secondary Education Diploma and Official Transcript of Records”*

**DepEd Memorandum No. 315, s. 2007** – *“Orientation on the use of the Records Management Operations Manual and Standard Procedures on the Processing of Certification, Authentication and Verification (CAV) Of School Records”*

**DepEd Memorandum No. 338, s. 2007** – *“Addenda to DepEd Memorandum No. 315, S. 2007 (Orientation on the use of the Records Operations Manual and Standard Procedures on the Processing of Certification, Authentication, and Verification (CAV) of School Records)”*

**DepEd Memorandum No. 381, s. 2007** – *“Guidelines on the Issuance of Certification, Authentication and Verification, (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, and other School Records”*

**DepEd Memorandum No. 62, s. 2016** – *“Change in DepEd Memorandum No. 381, s. 2007 (Guidelines on the Issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, and Other School Records)”*

**DepEd Memorandum No. 188, s. 2016** – *“Modified Format of the Claim Stub for Department of Foreign Affairs Authentication”*

**DepEd Records Management Operations Manual**

**DepEd Vision and Mission**

**DepEd 10-Point Agenda by Secretary Leonor Magtolis – Briones**

**VIII. EFFECTIVITY**

This PPG shall take effect immediately.

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## **IX. FORMS**

For the purpose of this Order, the following Forms shall be used in processing of CAV transactions:

**Annex A** - CAV Form 1 - Request Form (RF)

**Annex B** - CAV Form 2 - School Referral to Division Office

**Annex C** - CAV Form 3 - Indorsement for Correction of Entries in the Academic School Records (ASR)

**Annex D** - CAV Form 4 - Certification of Enrolment / Completion / Graduation

**Annex E** - CAV Form 5 - School Transmittal to the Regional Office

**Annex F** - CAV Form 6 - List of Approved CAV Request

**Annex G** - CAV Form 7 - Certification of Non-availability of Academic School Records in the Division Office

**Annex H** - CAV Form 8 - Return Indorsement of the Schools Division Office to the School

**Annex I** - CAV Form 9 - Certification of Discrepancy / ies.

**Annex J** - CAV Form 10 - Request Form (RF) for ALS A&E and PEPT Ratings

**Annex K** - CAV Form 11 - Certification of Non-availability of the Rating (A&E and PEPT)

**Annex L** - CAV Form 12 - Certification of Rating (A&E / PEPT)

**Annex M** - CAV Form 13 - Division Office Transmittal to the Regional Office

**Annex N** - CAV Form 14 - List of Approved CAV Request

**Annex O** - CAV Form 15 - CAV Application Form

**Annex P** - CAV Form 16 - CAV

Claim Stub for DFA Authentication

Master List of Documents for DFA Authentication

**Annex Q** - CAV Form 17 - Certification of English as Medium of Instruction

All units and personnel concerned shall be provided with soft copy of the Forms herein prescribed for uniform use.

CAV FORM 1 – REQUEST FORM – SCHOOL (RF)

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

Control No. : \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Date of Release: \_\_\_\_\_

School Name : \_\_\_\_\_  
School ID : \_\_\_\_\_

REQUEST FORM FOR ACADEMIC SCHOOL RECORDS

NAME OF LEARNER : \_\_\_\_\_

DATE & PLACE OF BIRTH : \_\_\_\_\_

SCHOOL YEAR LAST ATTENDED / GRADUATED : \_\_\_\_\_

PRESENT ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

CONTACT NO. : \_\_\_\_\_

PURPOSE: (Please check any of the following):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> EMPLOYMENT ABROAD                               | <input type="checkbox"/> FIANCE VISA  | <input type="checkbox"/> STUDENT VISA      |
| <input type="checkbox"/> SEAMAN'S BOOK/SRC                               | <input type="checkbox"/> TOURIST VISA   | <input type="checkbox"/> DESCENDANT'S VISA |
| <input type="checkbox"/> MIGRATION ABROAD                                | <input type="checkbox"/> REIMBURSEMENT OF EDUCATIONAL ALLOWANCE/ TUITION FEES OF CHILDREN OF OFWs |  |
| <input type="checkbox"/> SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA |   |  |

Signature Over Printed Name:  
(Applicant / Representative)

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CAV FORM 2 - SCHOOL REFERRAL TO DIVISION OFFICE

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1st indorsement**

Date \_\_\_\_\_

Respectfully forwarded to the Schools Division Superintendent, Division of \_\_\_\_\_, requesting for assistance in securing a certified true copy of School Form 18 (now School Form 5) for reconstruction of Form 137 in relation to the herein attached request of Name of Learner, who claims to be a graduate of / student in Name of School during the School Year \_\_\_\_\_. The said record, despite diligent search, is not available in this Office.

For the preferential appropriate action of the Schools Division Superintendent.

Signature Over Printed Name  
(School Head/Principal)

Attached: as stated.

**CAV FORM 3 - INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC SCHOOL RECORDS**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1st Indorsement**  
Date \_\_\_\_\_

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_  
(address) \_\_\_\_\_, (Attention: Attorney IV, Legal Unit) requesting for  
assistance in the Correction of Entries in the Academic School Records of Name of  
Learner, a graduate of / student in Name of School during the School Year \_\_\_\_\_

For ready reference and perusal, attached are the following documents / records:

1. Certificate of Live Birth (issued by Philippine Statistics Authority);
2. Affidavit of Discrepancy;
3. Affidavit of two (2) Disinterested Persons;
4. Form-137; and
5. Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name:  
(School Head/Principal)

Attached: as stated.



CAV FORM 4 -- CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on available records in this school, the following information pertaining to Name of Learner with Learner Reference Number \_\_\_\_\_ appear:

- ( ) enrolled in Grade \_\_\_\_\_ during the School Year \_\_\_\_\_
- ( ) completed Grade \_\_\_\_\_ during the School Year \_\_\_\_\_
- ( ) satisfactorily graduated from Elementary / Secondary Course for the School Year \_\_\_\_\_ as prescribed by the Department of Education\*

This certification is issued on \_\_\_\_\_ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name  
(School Head/Principal)

*\*If graduated from secondary course in private school, indicate Special Order Number and date.*



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CAV FORM 5 – SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

1<sup>st</sup> Indorsement  
Date

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_  
(address) \_\_\_\_\_, the herein request of Name of Learner for  
Certification, Authentication and Verification (CAV) of his / her Academic School  
Records.

For ready reference and perusal, attached are the following  
documents/records marked (✓) below properly enclosed in sealed envelope:

- ( ) Certification of Completion/Graduation
- ( ) Certification of English as Medium of Instruction
- ( ) Form -137
- ( ) Diploma

For the preferential appropriate action of the Regional Director,

Signature Over Printed Name  
(School Head/Principal)

Attached: as stated.





CAV FORM 6 - LIST OF APPROVED CAV REQUEST

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CONTROL NO	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxxx nothing follows xxxx

Prepared by:

Signature Over Printed Name:  
(School Records Custodian/Registrar)

Submitted by:

Signature Over Printed Name:  
(School Head/Principal)

**CAV FORM 7 – CERTIFICATION OF NON-AVAILABILITY OF ACADEMIC  
SCHOOL RECORDS IN THE DIVISION OFFICE**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that after due verification, there is no available records on file  
in this Office of the requested Academic School Records (ASR) of Name of Learner.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may  
serve.

Signature Over Printed Name  
(Division Certifying Officer)

CAV FORM 9 – CERTIFICATION OF DISCREPANCY / IES

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on the duly verified *School Form 18* (now *School Form 5*) on file in this Office, copy attached, the discrepancy / ies marked (✓) below has / have been noted in the Academic School Records (ASR) of Name of Learner that school.

- ( ) Name: \_\_\_\_\_
- ( ) Date of Birth: \_\_\_\_\_
- ( ) Place of Birth: \_\_\_\_\_
- ( ) School Year of Attendance: \_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Division Certifying Officer)

Attached: as stated.

**CAV FORM 8 - RETURN INDORSEMENT OF SCHOOLS DIVISION OFFICE  
TO THE SCHOOL**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

**2nd Indorsement  
Date**

Respectfully returned to Name of School Principal, Name of School, address of school, the attached *School Form 18 (now School Form 5)* in connection with the request for Academic School Records (ASR) of Name of Learner, a graduate of / student in that school.

For the preferential appropriate action of the School Principal,

Signature Over Printed Name  
(Division Certifying Officer)

**Attached: as stated.**



CAV FORM 10 – REQUEST FORM (RF) FOR ALS A&E AND PEPT RATINGS

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

Control No. \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Date of Release: \_\_\_\_\_

REQUEST FORM FOR RESULTS OF RATING ON:

- ( ) Alternative Learning Systems Accreditation & Equivalency Test
- ( ) Philippine Educational Placement Test

NAME OF LEARNER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

PLACE OF EXAMINATION: \_\_\_\_\_

PURPOSE: (Please check any of the following):

- EMPLOYMENT ABROAD     FIANCE VISA     STUDENT VISA
- SEAMAN'S BOOK/SRC     TOURIST VISA     DESCENDANT'S VISA
- MIGRATION ABROAD     REIMBURSEMENT OF EDUCATIONAL ALLOWANCE/ TUITION FEES OF CHILDREN OF OFWs
- SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name  
(Applicant / Representative)



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**CAV FORM 11 – CERTIFICATION OF NON-AVAILABILITY OF RATING  
(A&E / PEPT)**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that after due verification, there is no available records on file in this Office of the requested Results of Rating on ( ) Alternative Learning Systems Accreditation and Equivalency Test ( ) Philippine Educational Placement Test of Name of Learner.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Division Records Officer)

**CAV FORM 12 – CERTIFICATION OF RATING (A&E / PEPT)**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that, after due verification, the following information marked (✓) below pertaining to Name of Learner, appear in the records of this Office:

( ) he / she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A & E) Test for Elementary / Secondary Level administered on \_\_\_\_\_ and he / she has the competencies comparable to that of a Elementary / Secondary graduate in the formal school system and as such, is eligible to enter secondary / tertiary education.

( ) he / she took the Year Philippine Educational Placement Test (PEPT) given at \_\_\_\_\_ with Examinee Number \_\_\_\_\_ which indicate that he / she has met the basic academic requirements of Year Level in the Elementary / Secondary Level and he / she, therefore, is eligible for admission to Year Level subject to the satisfaction of other school admission requirements.

issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ for whatever legal purpose it may serve.

Signature Over Printed Name  
(Schools Division Superintendent)

CAV FORM 13 - DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

1<sup>st</sup> Indorsement  
Date

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_  
(address) \_\_\_\_\_, the herein request of Name of Learner for  
Certification, Authentication and Verification (CAV) of Academic School Records.

For ready reference and perusal, attached are the following  
documents/records marked (✓) below properly enclosed in sealed envelope:

Certification of Results of Rating  
 ALSA&E  
 PEPT

Diploma

Form 137

Others: \_\_\_\_\_

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(Schools Division Superintendent)

Attached: as stated.

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CAV FORM 14 - LIST OF APPROVED CAV REQUEST

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CONTROL NO.	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxx nothing follows xxx

Submitted by:

Signature Over Printed Name  
(Schools Division Superintendent)

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## CAV FORM 15 - CAV APPLICATION FORM

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_

Control No. \_\_\_\_\_  
Date of Application: \_\_\_\_\_

## CAV APPLICATION FORM

NAME OF LEARNER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
PLACE OF BIRTH: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
CONTACT NO: \_\_\_\_\_  
NAME OF SCHOOL: \_\_\_\_\_  
ADDRESS OF SCHOOL: \_\_\_\_\_

PURPOSE: (Please check any of the following)

- EMPLOYMENT ABROAD     FIANCE VISA     STUDENT VISA  
 SEAMAN'S BOOK / SRC     TOURIST VISA     DESCENDANT'S VISA  
 MIGRATION ABROAD     REIMBURSEMENT OF EDUCATIONAL  
ALLOWANCE/ TUITION FEES OF  
CHILDREN OF OFWs  
 SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name  
(Applicant / Representative)

(TO BE FILLED-UP BY THE REGIONAL OFFICE)

Requirements	Graduates		Undergraduates	
	Public	Private	Public	Private
1. Student Permanent Record (Form 137)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Completion / Graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Special Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Certificate of Accreditation (for PAASCU Accredited Schools)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Transmittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ALS A&E / PEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Certification from BEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Certification from Division Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Passport Size Picture (2 pcs.)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Documentary Stamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* If the applicant is not the learner himself / herself

## CAV FORM 16 - CAV FORM

Republic of the Philippines  
 Department of Education  
 Region \_\_\_\_\_

ATTACH PASSPORT  
 SIZE 10 PICTURE

## CERTIFICATION, AUTHENTICATION AND VERIFICATION

DATE: \_\_\_\_\_  
 CAV No.: \_\_\_\_\_  
 Series of 20 \_\_\_\_\_

## TO WHOM IT MAY CONCERN:

This is to certify that, based on duly verified available records on file, the following information pertaining to Name of Learner appear, to wit:

he / she completed the academic requirements of the Department of Education for graduation from the course \_\_\_\_\_ in the School Year \_\_\_\_\_ in Name of School, as evidenced by herein attached marked (✓) below:

- Student Permanent Record (Form 137)
- Diploma
- Certification of Special Order

He / she completed the academic requirements of the Department of Education for Grade \_\_\_\_ / Year Level \_\_\_\_ of the Elementary / Secondary course \_\_\_\_\_ in the School Year \_\_\_\_\_ in Name of School, as evidenced by herein attached Student Permanent Record (Form 137).

he / she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A & E) Test for Elementary / Secondary Level administered on \_\_\_\_\_ and he / she has the competencies comparable to that of a Elementary / Secondary graduate in the formal school system and as such, is eligible to enter secondary / tertiary education as evidenced by herein attached Certification of Rating and Diploma.

he / she took the Year Philippine Educational Placement Test (PEPT) given at \_\_\_\_\_ with Examinee Number \_\_\_\_\_ which indicate that he / she has met the basic academic requirements of Year Level in the Elementary / Secondary Level, and he / she, therefore, is eligible for admission to Year Level subject to the satisfaction of other school admission requirements as evidenced by herein attached Certificate of Rating.

This Office further certifies the veracity and authenticity of the attached records herewith, and issued in connection with the application of Name of Applicant for \_\_\_\_\_ purposes.

Signature Over Printed Name  
 (Regional Director)

Not valid without official seal,  
 with erasure or alteration

## CAV FORM 17 – CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION

Republic of the Philippines  
 Department of Education  
 Region \_\_\_\_\_  
 Division \_\_\_\_\_  
 School Name \_\_\_\_\_

## CERTIFICATION

## TO WHOM IT MAY CONCERN

This is to certify that Name of Learner with Learner Reference Number \_\_\_\_\_ has satisfactorily completed / graduated from the Elementary / Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School: \_\_\_\_\_
2. School address: \_\_\_\_\_
3. Grade level completed: \_\_\_\_\_ School Year completed: \_\_\_\_\_
4. Graduated on: \_\_\_\_\_ School Year graduated: \_\_\_\_\_
5. Special Order Number\*: \_\_\_\_\_ Date: \_\_\_\_\_

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

This certification is issued on \_\_\_\_\_ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name  
 (School Head/Principal)

*\*If graduated from secondary course in private school, indicate Special Order Number and date.*

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