



Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City



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February 18, 2018

DIVISION MEMORANDUM

No. 125 s. 2018

REITERATION OF DEPED ORDER NO. 48 S. 2017 (POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)

TO : Chiefs, CID & SGOD
Public Schools District Supervisor/District In-Charge
Elementary & Secondary School Heads
School Registrars/School Records Custodian
All Others Concerned

1. It has been noted that several applicants for Certification, Authentication and Verification of Basic Education School Records have been coming to the Division Office for the processing of their school records.
2. All concerned School Heads and School Registrars/School Records Custodians are hereby reminded to follow the DepEd Order No. 48, s. 2017, specifically on the Narrative Procedures.
3. To sum them all up, the following must be taken into account.
 - A. An applicant must fill up the CAV School Form 1 before the school can process the request.
 - B. If the requested school records are found, the concerned school through the School Registrar/School Records Custodian must prepare the **CAV Form 4** (1 original & 1 duplicate copy), **CAV Form 17** (1 original & 1 duplicate copy) and **CAV Form 5**. These forms must be signed by the School Head, countersigned by the School Registrars/School Records Custodian. All school records to be authenticated must be in 2 certified true copies signed by the School Head and must be with Dry Seal. All of these must be placed in a sealed envelope addressed to The Regional Director, DepEd, RO7, Sudlon, Lahug, Cebu City (Attn: Records Section)
 - C. An applicant must also bring with him/her 2 documentary stamps to be used in the processing of CAV at the DepEd Regional Office.
 - D. All School Heads must then submit a duly filled up CAV Form 6 to tara.dapat@deped.gov.ph for submission to The Regional Office 7.
 - E. If the request could not be found at the school, CAV School Form 2 must then be filled up for Endorsement to Division Office.
4. For information, guidance and compliance of all concerned.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Assistant Regional Director
Concurrent Schools Division Superintendent

2/19/18

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