



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 591 s. 202

August 29, 2025


**REVISED CHECKLIST OF REQUIREMENTS FOR CERTIFICATION,
AUTHENTICATION, AND VERIFICATION (CAV) REQUESTS**

To: Assistant Schools Division Superintendent
School Principals (Public and Private)
School Registrars (Public and Private)
All Others Concerned

1. This Office, through the Schools Governance Operations Division (SGOD), disseminates the **“Revised Checklist of Requirements for Certification, Authentication, and Verification(CAV) Requests”**.
2. The revised checklist is issued in accordance with the provisions of **DepEd Order No. 48,s. 2017**, titled “Policy and Procedural Guidelines on Certification, Authentication, and, Verification of Basic Education School Records”. The said DepEd Order outlines the standardized process for handling CAV requests which must be strictly implemented across all concerned offices
3. Attached is a copy of the **Revised Checklist of Requirements** for guidance and reference
5. For wide dissemination and strict compliance

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

For the SDS:


JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

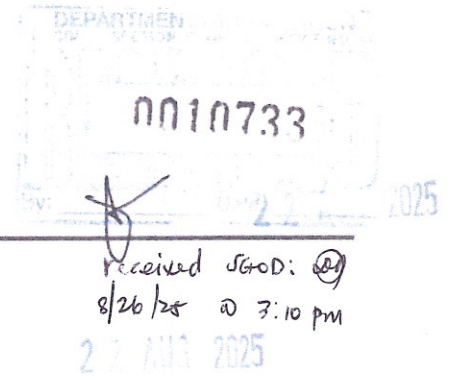
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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS



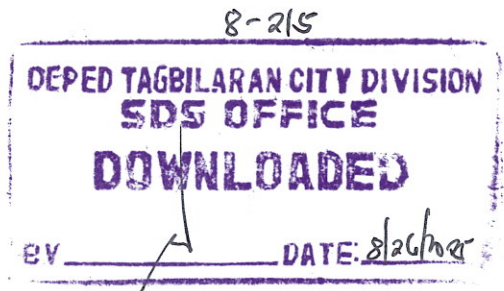
Office of the Regional Director

REGIONAL MEMORANDUM

No. 0843 s. 2025

**REVISED CHECKLIST OF REQUIREMENTS FOR CERTIFICATION,
 AUTHENTICATION, AND VERIFICATION (CAV) REQUESTS**

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 School Principals (Public and Private)
 School Registrars (Public and Private)
 All Others Concerned



1. This Office, through the Administrative Services Division: Records Section, disseminates the “**Revised Checklist of Requirements for Certification, Authentication, and Verification (CAV) Requests**”.
2. The revised checklist is issued in accordance with the provisions of **DepEd Order No. 48, s. 2017**, titled “Policy and Procedural Guidelines on the Certification, Authentication, and Verification of Basic Education School Records.” The said DepEd Order outlines the standardized process for handling CAV requests, which must be strictly implemented across all concerned offices.
3. For guidance and reference, a copy of the **Revised Checklist of Requirements** is **attached** to this memorandum.
4. All concerned are enjoined to adhere to the updated checklist to ensure consistency, accuracy, and efficiency in the Processing of CAV requests.
5. For wide dissemination and strict compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Director IV
 Regional Director

STJ/FYA/ASD/IPC/jfb



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DepEd Tayo Region VII



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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

**Requirements for Certification, Authentication, and Verification (CAV) –
 Public School (Basic Education Graduates)**

Requirements	Number of Copies	Check here
1. Transmittal/Endorsement from the School -with school seal -signed by the Principal	1 – Original Copy	
2. Diploma -with correct information -photocopy should be clear -with school seal -If it is reconstructed indicate "RECONSTRUCTED FOR CAV PURPOSE" at the bottom part with the date of reconstruction	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal	
3. Certificate of Graduation -with correct information -photocopy should be clear -with school seal -signed by the Principal	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal	
4. Certificate of English as Medium of Instruction -with correct information -photocopy should be clear -with school seal -signed by the Principal	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal	
5. Student Permanent Record (Form 137) -with correct information -photocopy should be clear -with school seal -with principal's signature -If it is reconstructed indicate "RECONSTRUCTED FOR CAV PURPOSE" at the bottom part of the last page with the date of reconstruction	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal; CTC should be back-to- back (every page)	
6. Passport Size Photo -white background -taken within the last 6 months	3 pcs	
7. Documentary Stamp (if available) or Documentary Stamp Fee at the Cashier	1 pc/doc stamp fee (P 30.00)	

Important Reminders:

- Representative** should be provided with the Special Power of Attorney (SPA) executed by the applicant 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:
 - Parent – Birth Certificate of the minor learner
 - Brother or Sister of legal age – Birth certificates of the minor learner and the brother and sister
 - Legal Guardian – Court Order
- Special Power of Attorney (SPA) should be issued from where the applicant is currently residing.
- Other records may be added by the applicant provided that 3 CTCs/VTCs and the original copy shall be furnished.
- CTCs and VTCs should have a fresh signature over the FULL NAME of the School Registrar or Principal and the date signed.
- The endorsement date and CTC date should be the same.
- All records should have **NO ERASURES**.
- For templates refer to D.O. 48 s. 2017.

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Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

Requirements for Certification, Authentication, and Verification (CAV) – Private School (Basic Education Graduates)		
Requirements	Number of copies	Check here
1. Transmittal/Endorsement from the School -with fresh signature -with school seal -signed by the Principal	1 – Original Copy	
2. Diploma -with SO number -photocopy should be clear -with school seal -with correct information -If it is reconstructed indicate "RECONSTRUCTED FOR CAV PURPOSE" at the bottom part with the date of reconstruction	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal	
3. Certificate of Graduation -with SO number -photocopy should be clear -with school seal -with correct information -signed by the Principal	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the school Registrar or Principal	
4. Certificate of English as Medium of Instruction -photocopy should be clear -with school seal -with correct information -signed by the Principal	1 – Original Copy and 3 – Certified True Copies (CTC) signed by the School Registrar or Principal	
5. Student Permanent Record (Form 137) -photocopy should be clear - with correct information -with principal's signature -with school seal -If it is reconstructed indicate "RECONSTRUCTED FOR CAV PURPOSE" at the bottom part of the last page with the date of reconstruction	1 – Original Copy and 3 – Certified True Copies signed by the School Registrar or Principal; CTC should be back-to-back (every page)	
6. Copy of Status of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP) through any of the following if it applies: a) Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), b) Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) c) Association of Christian Schools, Colleges and Universities Accrediting Agency, Inc. (ACSCU-AAI) -photocopy should be clear -status of the accreditation certificate should cover the year the student graduated	3 – Verified True Copies (VTC) from the Original signed by the School Registrar or Principal	
7. Copy of Special Order issued by DepEd -photocopy should be clear -highlight the name of the applicant	3 – Verified True Copies (VTC) from the Original signed by School Registrar or Principal	
8. Passport Size Photo -with white background -taken within the last 6 months	3 pcs	
9. Documentary Stamp (if available) or Documentary Stamp Fee at the Cashier	1 pc/doc stamp fee (P 30.00)	

Important Reminders:

- Representative** should be provided with the Special Power of Attorney (SPA) executed by the applicant 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:
 - Parent – Birth Certificate of the minor learner
 - Brother or Sister of legal age – Birth certificates of the minor learner and the brother and sister
 - Legal Guardian – Court Order
- Special Power of Attorney (SPA) should be issued from where the applicant is currently residing.
- Other records may be added by the applicant provided that 3 CTCs/VTCs and the original copy shall be furnished.
- CTCs and VTCs should have a fresh signature over the FULL NAME of the School Registrar or Principal and the date signed.
- The endorsement date and CTC date should be the same.
- All records should have **NO ERASURES**.
- For templates refer to D.O. 48 s. 2017.

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Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

**Requirements for Certification, Authentication, and Verification (CAV) –
 UNDERGRADUATE both *Public and Private* School**

Requirements	Number of Copies	Check Here
1. Transmittal/Endorsement from the School <i>-with school seal -signed by the Principal</i>	1 – Original Copy	
2. Certificate of Completion <i>-with correct information -photocopy should be clear -with school seal -signed by the Principal</i>	1 – Original Copy and 3 – Certified True Copies (CTC) <i>signed by the School Registrar or Principal</i>	
3. Certificate of English as Medium of Instruction <i>-with correct information -photocopy should be clear -with school seal -signed by the Principal</i>	1 – Original Copy and 3 – Certified True Copies (CTC) <i>signed by the School Registrar or Principal</i>	
4. Student Permanent Record (Form 137) <i>-with correct information -photocopy should be clear -with school seal -with principal's signature -If it is reconstructed indicate "RECONSTRUCTED FOR CAV PURPOSE" at the bottom part of the last page with the date of reconstruction</i>	1 – Original Copy and 3 – Certified True Copies (CTC) <i>signed by the School Registrar or Principal</i>	
5. Passport Size Photo <i>-white background -taken within 6 months</i>	3 pcs	
6. Documentary Stamp (if available) or Documentary Stamp Fee at the Cashier	1 pc/doc stamp fee (₱ 30.00)	

Important Reminders:

1. **Representative** should be provided with the Special Power of Attorney (SPA) executed by the applicant 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:
 - a) Parent – Birth Certificate of the minor learner
 - b) Brother or Sister of legal age – Birth certificates of the minor learner and the brother and sister
 - c) Legal Guardian – Court Order
2. Special Power of Attorney (SPA) should be issued from where the applicant is currently residing.
3. Other records may be added by the applicant provided that 3 CTCs/VTCs and the original copy shall be furnished.
4. CTCs and VTCs should have a fresh signature over the FULL NAME of the School Registrar or Principal and the date signed.
5. The endorsement date and CTC date should be the same.
6. All records should have **NO ERASURES**.
7. For templates, refer to D.O. 48 s. 2017.

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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Requirements for Certification, Authentication, and Verification (CAV) – ALS A&E/PEPT		
Requirements	Number of Copies	Check here
1. Transmittal/Endorsement from Schools Division Office (SDO) -with SDO seal -signed by the Schools Division Superintendent (SDS)	1 – Original Copy	
2. Certificate of Rating -photocopy should be clear -with correct information	1 – Original Copy and 3 – Verified True Copies (VTC) from the Original signed by the SDO Records Officer	
3. Certificate from Bureau of Education Assessment (BEA) -with correct information -photocopy should be clear	1 – Original Copy and 3 – Verified True Copies (VTC) from the Original signed by the SDO Records Officer	
4. Certification from Schools Division Office -format follows Annex L / CAV form 6 (D.O.48, s 2017) -with correct information -photocopy should be clear -with SDO seal	1 – Original Copy and 3 – Certified True Copy (CTC) signed by the SDO Records Officer	
5. Certificate of English as Medium of Instruction -with correct information -photocopy should be clear -with SDO seal -signed by the Principal	1 – Original Copy and 3 – Certified True Copy (CTC) signed by the SDO Records Officer	
6. Passport Size Photo -white background -taken within 6 months	3 pcs	
7. Documentary Stamp, if available or Documentary Stamp Fee at the Cashier	1 pc/doc stamp fee (P 30.00)	

Important Reminders:

- Representative** should be provided with the Special Power of Attorney (SPA) executed by the applicant 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:
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