



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY

23 August 2023

DIVISION MEMORANDUM

No. 341-2023

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

**To:** Chief Education Supervisors, SGOD & CID  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
Private School Heads/Administrators  
All others concerned

1. Pursuant to DepEd Order No. 48, s.2017 titled "**Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records**" for standard procedures and guidelines in the processing of Certification, Authentication and Verification (CAV) of Basic Education School Records.
2. Our mandate is 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 Public and Private Secondary and Elementary School shall be guided by the implementing procedures and guidelines laid down in and for efficient processing of CAV in the Regional Office.
4. In view hereof, please refer to the attached **checklist for the processing Certification, Authentication and Verification (CAV) for submission to DepEd-Regional Office.**
5. For information, guidance, and strict compliance of all concerned.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



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"DepEd SDO Baguio City:

*We Serve,  
We Care.*"

**CHECKLIST FOR THE PROCESSING OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) FOR SUBMISSION TO DEPED-REGIONAL OFFICE**

**SECONDARY (GRADUATES AND UNDERGRADUATES)**

1. **Two (2) certified photocopies with dry seal** of the following (**duly signed** by the School Head or his/her duly authorized representative):
  - Students Permanent Record (Form 137 – A for old curriculum graduates)
  - Students Permanent Record (SF-10 JHS and SF10- SHS for K to 12 graduates)
  - Diploma (for **GRADUATES** only)
  - Certification of Graduation (for **GRADUATES** only)
  - Certification of year/Grade level Completion (for **UNDERGRADUATES** only)
  - Special order of Graduation (for **PRIVATE HIGH SCHOOLS ONLY**)
  - Certification of English as medium of instruction (issued upon request)
2. Two (2) copies of recent ID picture (passport size)
3. School Transmittal to the Regional Office

**ELEMENTARY (GRADUATES AND UNDERGRADUATES)**

1. **Two (2) certified photocopies with dry seal** of the following (**duly signed** by the School Head or his/her duly authorized representative):
  - Students Permanent Record (Form 137 – E)
  - Diploma (for **GRADUATES ONLY**)
  - Certification of Graduation (for **GRADUATES ONLY**)
  - Certification of Grade Level Completion (for **UNDERGRADUATES ONLY**)
2. Two (2) copies of recent ID picture (passport size)
3. Certification of English as medium of instruction (issued upon request)
4. School Transmittal to the Regional Office

**ALS, A&E, AND PEPT PASSERS:**

1. **Two (2) certified photocopies with dry seal** of the following (**duly signed** by the ALS-in Charge or AO V of the Division where exam was taken):
  - Diploma
  - PEPT or A&E result (**certificate of ratings**).
  - Certification from Central Office (**BALS and NETRC**)
2. Two (2) copies of recent ID picture (passport size).
3. Schools Division Office Transmittal to the Regional Office

**ADDITIONAL REQUIREMENTS FOR REPRESENTATIVES** (If the requesting party is not the record owner):

1. Authorization Letter (1 original copy)
2. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)
  - \* For applicants residing outside the country - Valid Special Power of Attorney (SPA) for the authorized representative issued by the Philippine Embassy (1 original Copy)
3. Valid ID of the representative

Republic of the Philippines  
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Cordillera Administrative 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.**

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

**1- Indorsement**

Date

Respectfully forwarded to Name of the Regional Director, DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet, 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 (x) 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.**

Republic of the Philippines  
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Division \_\_\_\_\_

**C E R T I F I C A T I O N**

**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)

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

**1- Indorsement**

Date

Respectfully forwarded to the Regional Director, DepEd Regional Office, Wangal, La Trinidad, Benguet, 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

( ) ALS A&E

( ) PEPT

( ) Diploma

( ) Others: \_\_\_\_\_

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(Schools Division Superintendent)

**Attached: as stated.**

Republic of the Philippines  
Department of Education  
Cordillera Administrative 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.**