



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



March 5, 2026

**DIVISION MEMORANDUM**

No. **182-2026**

**CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) PROCESSING  
RESOURCES FOR BASIC EDUCATION SCHOOL RECORDS**

To: Chief Education Supervisors  
Public School District Supervisors  
Education Program Supervisors  
Heads, Public and Private Schools  
School Registrar/Records Custodian  
School Administrative Officers  
All Others Concerned

1. Anent to Division Memorandum No. 341, s. 2023 titled Reiteration of DepEd Order No. 48, S. 2017 Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records, **Frequently Asked Questions (FAQs), templates, and materials** can be accessed through [www.tinyurl.com/CAVrm332s2023](http://www.tinyurl.com/CAVrm332s2023).
2. Furthermore, this is also to reiterate that in cases of lost, damaged or destroyed documents, applicant should be advised to produce any of the following as maybe basis for the reconstruction of Academic School Records, pursuant to DepEd Order No. 48, s. 2017 (p. 9):
  - 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.
3. For further inquiries or technical assistance, you may contact Ms. Arian C. Bangse-il, Records Officer through (074) 665-1231.
4. For information, guidance, and compliance of all concerned.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

**CARMEL F. MERIS**  
Assistant Schools Division Superintendent  
Officer-In-Charge *CM*

OSDS/NDE/acb



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
Telephone No.: (074) 665-1231  
Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)



DepEd Teyo Baguio City



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