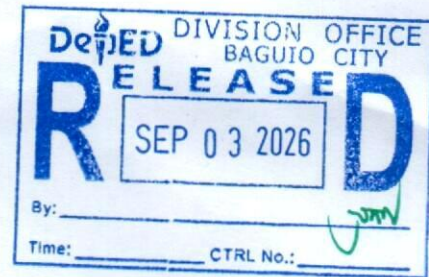




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



September 02, 2026

DIVISION MEMORANDUM
No. **575-2026**

**SCHOOL REGISTRATION OF AUTHORIZED PROCESSORS FOR THE ONLINE
CERTIFICATION, AUTHENTICATION, AND VERIFICATION APPLICATION SYSTEM
(OCAVAS)**

To: Chief Education Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Administrative Officers
Public Elementary and Secondary Registrars
All Others Concerned

1. In reference to the enclosed Office Memorandum OM-OUA-2026-444, entitled *Registration of Authorized Processors From the School, Division, and Regional Offices for the Online Certification, Authentication Verification Application System (OCAVAS)* issued by the Office of the Undersecretary of Administration and disseminated through Regional Memorandum No. 636, s. 2026, **all schools are hereby directed to register** their authorized processors through **<https://tinyurl.com/CAVSchoolRegistration>** using their active DepEd email accounts or scan the QR Code below to access the registration form. Registration shall be completed on or before **September 15, 2026 prior to the implementation of the OCAVAS.**



School

- The registration shall cover non-teaching personnel responsible for processing all CAV related manual transactions. Upon the full implementation of the OCAVAS, the designated authorized processors shall use the system to perform the corresponding CAV-related processes after the Central Office training for selected personnel has been conducted and subsequently re-echoed to the field.
- For inquiries and technical assistance regarding the registration process, concerned personnel may contact Arian C. Bangse-il, Records Officer, through the landline at (074) 665-1231.
- Immediate dissemination of and compliance with this Memorandum are hereby directed.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/STEjr/NDE/acb



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



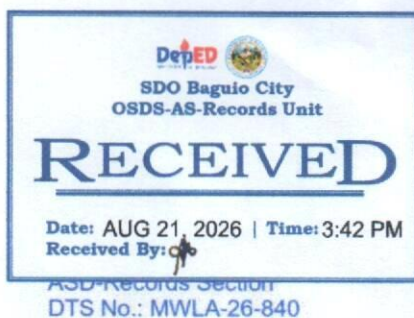
DepEd Tayo Baguio City



<https://depdpines.com>



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



19 August 2026

REGIONAL MEMORANDUM
NO. **636 . 2026**

**DISSEMINATION OF MEMORANDUM OM-OUA-2026-444 "REGISTRATION OF
AUTHORIZED PROCESSORS FROM THE SCHOOL, DIVISION, AND REGIONAL
OFFICES FOR THE ONLINE CERTIFICATION, AUTHENTICATION AND
VERIFICATION APPLICATION SYSTEM (OCAVAS)"**

To: Assistant Regional Director Schools
Division Superintendents
Public Elementary and Secondary School Heads
All Schools Division Offices
All others concerned

1. This Memorandum is issued to disseminate **Memorandum OM-OUA-2026-444** titled *"Registration of Authorized Processors from the School, Division, and Regional Offices for the Online Certification, Authentication and Verification Application System (OCAVAS)."*
2. This is in line with the implementation of the enhanced Certification, Authentication, and Verification (CAV) process wherein all concerned non-teaching personnel responsible for CAV-related transactions are requested to accomplish the appropriate registration form using their complete name, position, and active DepEd email account to facilitate the creation of OCAVAS accounts.
3. In view thereof, all Schools Division Offices are advised to ensure all public elementary and secondary schools shall comply with the registration administration and guidelines outlined in the attached issuance.
4. For information, guidance and compliance.

Digitally signed by
Capulong Nicolas
Tongol
Date: 2026.08.20
14:33:02 +08'00'

NICOLAS T. CAPULONG PhD, CESO III
Director IV/ Regional Director

ASD/MAB/dpe/ocavas



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

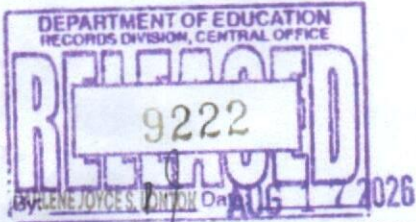


DepEd Tayo Cordillera



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OM-OUA-2026- 444

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS
ALL OTHER CONCERNED

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : **REGISTRATION OF AUTHORIZED PROCESSORS FROM THE SCHOOL, DIVISION, AND REGIONAL OFFICES FOR THE ONLINE CERTIFICATION, AUTHENTICATION AND VERIFICATION APPLICATION SYSTEM (OCAVAS)**

DATE : July 27, 2026

I. BACKGROUND AND RATIONALE

In reference to the attached Memorandum OM-OUA-2025-149, dated September 30, 2025, entitled “Complete Staff Work (CSW) and Request for Clearance and Authority for the Conduct of Activities on the Enhancement of DepEd Order No. 48, s. 2017 (Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records), the initial registration of authorized processors from public schools in the **Online Certification, Authentication, and Verification Application System (OCAVAS)** is required to ensure system operational readiness.

To ensure that the OCAVAS works as intended, the Administrative Service-Records Division and the Information and Communications Technology Service (ICTS) successfully conducted initial User Acceptance Testing (UAT) with certifying officers from selected schools, division, and regional offices. Recent UAT sessions were also completed following Knowledge Transfer Sessions from the developer to the ICTS handlers at the Central Office.

The next steps toward implementing the revised and enhanced guidelines include collecting station handler details, initiating the registration of office handlers who will process CAV applications across all concerned governance levels, and securing approval for the corresponding DepEd Order, which is currently under review by respective offices.



Address: 17th Floor, Techzone Building, Malugay St.
Brgy. San Antonio, Makati City 1209
Telephone No.: (02) 8638-1780;
Email: useforadministration@deped.gov.ph

Doc. Ref. Code	PAWIM-F-014	Rev	00
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

II. PURPOSE

1. This Memorandum disseminates the DepEd Records Division Station Handler Registration site for the OCAVAS for CAV processors for the schools, division, and regional offices.
2. This Registration site aims to collect registrations from five (5) CAV processors of the abovementioned governance levels, including the assigned certifying officer/head of office, to be given system access to the OCAVAS to be implemented in the fourth quarter of the year 2026.
3. The registrations shall fast-track the creation of accounts for the processors to launch and implement the system within the given timeline and in accordance with the publication of the Revised DO No. 48 s. 2017.

III. REGISTRATION ADMINISTRATION AND GUIDELINES

1. The Administrative Service - Records Division shall use the collected data to be given to the developer and upload to OCAVAS' database for accounts creation and solely for that purpose only.
2. This registration covers DepEd's non-teaching personnel responsible for the processing of all CAV-related manual processes and upon creation of the accounts shall be performing those processes on the OCAVAS.
3. Only public schools shall register as the OCAVAS is initially intended to be used by public schools and its learners.
4. All concerned personnel are requested to accomplish the registration form using their complete name, position, and their active DepEd email account.
5. The number of admins for every school, division, and regional offices to register is limited to five (5) where one is the certifying officer or head of office and the others included are back up signatories and handlers of CAV Applications.
6. For role selection on the Registration form, the "Primary Processor" role is automatically the head of office.
7. The registration forms may be accessed through:
 - a. For School: <https://tinyurl.com/CAVSchoolRegistration>
 - b. For Division: <https://tinyurl.com/CAVDivisionRegistration>
 - c. For Region: <https://tinyurl.com/CAVRegionRegistration>

Or scan the QR code below:



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



School



Division



Region

8. All heads of offices concerned are requested to ensure that the personnel under their supervision are informed of this registration.
9. All registrations shall be accomplished on or before **September 15, 2026.**

IV. DATA PRIVACY AND CONFIDENTIALITY

1. Registration details shall be treated as confidential.
2. Registration data shall be directed to a designated database to be directly uploaded to the OCAVAS Station Handlers section for immediate accounts creation. These data shall also be used to monitor CAV Application processing, routing, and shall serve as essential data in case of retrieval and updating of designated OCAVAS processors when they need to be replaced in case of resignation, retirement, or other instances where they needed to be removed access from the system.
3. No individual processor shall be evaluated, ranked, or publicly identified based on their registration details.
4. All collected data from this registration shall be processed in accordance with the Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, and applicable DepEd data privacy policies.

For inquiries, please contact us via email at as.rd@deped.gov.ph

Immediate dissemination and strict compliance of this Memorandum is directed.



Received: Michael Jose
Document Code: DTH1P-2026-08-1908
Date & Time: 2026-08-17 09:00:42



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