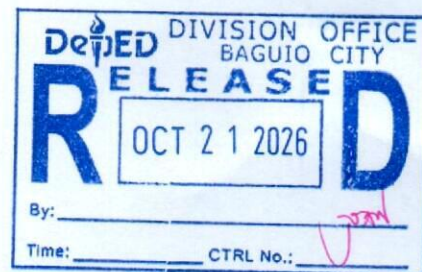




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 21, 2026

DIVISION MEMORANDUM

No. **721-2026**

**DISSEMINATION OF THE MEMORANDUM ON THE GUIDELINES FOR THE
VERIFICATION OF ACADEMIC CREDENTIALS SUBMITTED IN SUPPORT
OF APPLICATIONS FOR PROMOTION, APPOINTMENT,
OR OTHER PERSONNEL ACTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. Enclosed is a Memorandum entitled "Guidelines on the Verification of Academic Credentials Submitted in Support of Applications for Promotion, Appointment, or Other Personnel Actions."
2. All concerned are directed to strictly adhere to the guidelines and procedures stipulated in the said Memorandum.
3. For information and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO
Administrative Officer V

OSDS/STF/ndc



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-2978

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

SUBJECT : **GUIDELINES ON THE VERIFICATION OF ACADEMIC CREDENTIALS**
SUBMITTED IN SUPPORT OF APPLICATIONS FOR PROMOTION,
APPOINTMENT, OR OTHER PERSONNEL ACTIONS

DATE : 16 October 2026



To ensure the integrity of the personnel selection and promotion processes of the Department of Education (DepEd), all Regional Offices and Schools Division Offices are hereby directed to strictly observe the following:

1. **Verification of Credentials.** All diplomas, academic credentials, and individual graduate course units submitted in support of applications for promotion, appointment, or other personnel actions shall be verified for authenticity and compliance with applicable Commission on Higher Education (CHED) requirements and DepEd policies. The list and other relevant information officially provided by CHED shall serve as reference in the evaluation of such credentials. Any uncertainty regarding the validity of an institution or its credentials shall be referred to CHED for verification prior to the processing of the credentials for whatever purpose it may serve.
2. **Compliance in Personnel Evaluations.** Only academic credentials that satisfy applicable legal and DepEd requirements shall be considered in determining compliance with prescribed qualification standards. Any suspected irregularity shall be properly documented and referred to the appropriate office for appropriate action.
3. **Investigation of Reported Cases.** The appropriate offices shall immediately conduct the necessary fact-finding and administrative investigation into the alleged use of questionable graduate academic credentials. Where warranted by the evidence, appropriate administrative proceedings shall be initiated or pursued, without prejudice to referral to the proper authorities for possible criminal liability. Any adverse action shall be based on facts and applicable law, with due observance of procedural requirements. The Offices are directed to promptly notify the Office of the Undersecretary for Legal and Legislative Affairs regarding any investigation, findings, and reports on the matter.

All Regional Directors and Schools Division Superintendents shall ensure the dissemination and implementation of this Memorandum and coordinate with the appropriate DepEd offices and CHED on matters requiring verification or clarification.

For strict compliance.