



SEP 24 2007

DepED MEMORANDUM
No. 381, s. 2007

GUIDELINES ON THE ISSUANCE OF CERTIFICATION, AUTHENTICATION
AND VERIFICATION (CAV) OF ELEMENTARY AND SECONDARY
EDUCATION DIPLOMA, OFFICIAL TRANSCRIPT OF RECORDS,
AND OTHER SCHOOL RECORDS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Executive Order No. 582 dated December 4, 2006, entitled **"Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication from the Office of the President to the Department of Foreign Affairs (DFA)"**, a uniform/standardized procedure on the issuance of CAV of elementary and secondary education Diploma, Official Transcript of Records and other school records is hereby effected for proper implementation.
2. This aims to:
 - a. provide efficient service to the public; and
 - b. ensure the integrity of the documents to be authenticated.
3. The following are the guidelines on the issuance of CAV:
 - a. The processing of CAV shall be the function of the Records Unit in the DepED Regional Office;
 - b. All schools division offices shall submit the following documents to their respective DepED Regional Offices, on annual basis:
 - b.1. Enrolment list per school within sixty (60) days after the the opening of classes;
 - b.2. List of graduates and all scholastic records pertinent thereto, not later than thirty (30) days from the date of graduation;
 - b.3. Special Order for graduation (for private schools only); and
 - b.4. Updated list of school heads and their respective specimen signatures.
2. Upon verification of the authenticity of the documents submitted, the Records Officer shall issue the corresponding CAV, for signature by the Regional Director or duly authorized representative;

6. Claim stubs shall also be issued by the Records Unit to the applicants indicating the date the CAV will be claimed at the DFA (5 working days from the date of transmittal);
7. Processed CAV shall be submitted daily by the DepED Regional Office to the DFA, together with the Masterlist of CAV issued in the format provided by the DFA, copy enclosed, through the authorized courier. The Records Division, Administrative Service, DepED Central Office shall likewise be furnished copies of all masterlists sent to DFA-OCA through e-mail address at recordsco@deped.gov.ph.
8. Under no circumstances shall applicants be allowed to hand-carry the CAV to the DFA.

4. Enclosed are the following annexes for guidance and ready reference:

Annex A – Standardized Process Flow

Annex B – Guidelines on Application of CAV of Scholastic Records and Other Related Documents

Annex C – CAV Application form

Annex D – CAV Form

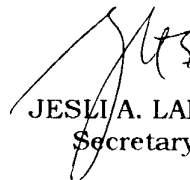
Annex E – Guidelines on the Issuance of Claim Stub

Annex F – Guidelines on the Daily Release of Processed CAVs Directly to DFA through their Official Courier

Annex G – Guidelines for Accomplishing the Masterlist of Documents for DFA Authentication

5. All previous DepED issuances inconsistent with this Memorandum are hereby superseded.

6. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

AUTHENTICATION
SCHOOLS

POLICY
STUDENTS

PUPILS

PROCESS FLOW - CERTIFICATION, AUTHENTICATION VERIFICATION (CAV)

STEP 1

- I. Applicant's shall secure the following documents from the school where he/she graduated/attended
 - A. FOR PUBLIC SCHOOL GRADUATES
 - 1. Student Permanent Records (F-137)
 - 2. Diploma
 - 3. Certificate of Graduation issued by school head
 - B. FOR PRIVATE SCHOOL GRADUATES
 - 1. Student Permanent Records (F-137)
 - 2. Diploma
 - 3. Certificate of Graduation issued by school head
 - 4. Special Order for secondary graduates issued by the Division Office for two-level schools or by the Regional Office for three-level schools
 - C. FOR GRADUATES OF PRIVATE SCHOOL with accreditation from Philippine Accrediting Association of Schools, Colleges and Universities (PAAASCU).
 - 1. Student Permanent Records (F-137)
 - 2. Diploma
 - 3. Certificate of Graduation issued by school head
 - 4. Certificate of Accreditation (Philippine Accrediting Association of Schools, Colleges and Universities (PAAASCU) accreditation.
- II. Applicants who failed to complete their elementary or secondary curriculum level (PUBLIC/PRIVATE) shall secure the following documents from the school where he/she enrolled:
 - 1. Certification of grade/year level completed
 - 2. Student Permanent Record (Form-137)
- III. If the documents shall be used for enrollment abroad, the applicant shall secure the following from the School where he/she enrolled.
 - A. Student Permanent Record (Form-137)
 - B. Certification of grade/year level completed.

STEP 2

- 1. The applicant shall:
 - 1.1. Secure application form from the DepEd Regional Office, Records Unit.
 - 1.2. Fill up the application form
 - 1.3. Submit the application form with complete equipments taken from the school attended to the Regional Office, Records Unit.
- 2. Receiving Clerk shall:
 - 2.1. check as to the completeness of the requirements
 - 2.2. refer to the Legal Unit in case of discrepancy in the name/date of birth/place of birth, etc.
 - 2.3. receive and record application with complete requirements
 - 2.4. issue claim stub indicating the date of release at DFA (five working days from date of transmittal).
 - 2.5. advise applicant to claim his/her documents at the Department of Foreign Affairs on the date indicated in the claim stub.
- 3. Records Clerk shall retrieve file of applicant
- 4. Records Officer shall:
 - 4.1. verify the authenticity of school records
 - 4.2. refer to School/Division concerned in case of discrepancy
 - 4.3. refer to Division Office in case no records found in the Regional Office.
 - 4.4. affix signature in the application form and
 - 4.5. refer to encoder for numbering and preparation of CAV form
- 5. Encoder shall number, prepare and initial the CAV form
- 6. Encoder shall number, prepare and initial the CAV form
- 7. Records Officer shall review and affix initial
- 7. Regional Director or his/her authorized representative shall sign the CAV

STEP 3



Annex B

**GUIDELINES ON APPLICATION OF CERTIFICATION, AUTHENTICATION
AND VERIFICATION (CAV) OF SCHOLASTIC RECORDS AND OTHER
RELATED DOCUMENTS**

1. Application may be filed directly by the applicant or by a duly authorized representative.
2. Only application forms with complete documentary requirements shall be accepted.
3. Processing period shall be maximum of three (3) working days if all documents submitted are in order.
4. CAVs shall be transmitted directly to the DFA-OCA through courier.
5. In case of request for reissuance of CAV, only certified true copy shall be provided.



Republic of the Philippines
Department of Education



APPLICATION FORM
CERTIFICATION, AUTHENTICATION AND VERIFICATION
ELEMENTARY / SECONDARY

NAME OF STUDENT APPLICANT: _____
NAME OF SCHOOL: _____
DATE GRADUATED: _____
CONTACT NO.: _____
PURPOSE: _____

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> EMPLOYMENT ABROAD | <input type="checkbox"/> STUDY ABROAD |
| <input type="checkbox"/> SEAMAN'S BOOK | <input type="checkbox"/> OTHERS |

PLEASE SPECIFY _____

(Signature of Applicant)

CAV No. _____

Requirements	Undergraduates		Graduates	
	Public	Private	Public	Private
1. Student Permanent Records (Form 137)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Certification of Enrolment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Diploma (Original)			<input type="checkbox"/>	<input type="checkbox"/>
4. Certification of Graduation			<input type="checkbox"/>	<input type="checkbox"/>
5. Special Order				<input type="checkbox"/>
6. Passport Size Picture (2 pcs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Certificate of Accreditation (for PAASCU Accredited schools)				<input type="checkbox"/>
8. Philippine Educational Placement Test (PEPT) Certification	<input type="checkbox"/>		<input type="checkbox"/>	
9. Alternative Learning System Accreditation & Equivalency (ALS A&E) Certification			<input type="checkbox"/>	

CLAIM STUB FOR DFA AUTHENTICATION

Name of Agency: DepEd ROS - Division Office - Marikina FOR DFA RELEASE ON: 9/6/07

Name of Applicant: PASIL EDEN F

Nature of Document: _____ Control No.: 0912

Butod na hakbang:

- Ang aplikante o ang kanyang authorized representative ay dapat magbayad ng pag-release para bayarin ang authentication fee at makuhang ang kanyang authenticated na dokumento.
- Manatag gamitin ng aplikante ang serbisyong **White White World Express** upang ma-release ang kanyang authenticated na dokumento at maihatid ito sa kanya. Magtungo sa **www.whitewhite.com** o magbayad ng **White White World Express** sa pamamagitan ng **www.whitewhite.com** at bayarin ang DFA Authentication Fee at **www.whitewhite.com** Service Fee.

Para sa mga katanungan tumawag sa (02) 879-8888



Republic of the Philippines
Department of Education



Date _____

CAV NO. _____

Series _____

TO WHOM IT MAY CONCERN:

This is to certify that the eligibility for graduation of

_____ (Complete name)

from the _____ (Course completed)

as of _____ (Date) at the _____ (School & Address)

_____ was approved by this Office

under Special Order No. _____, s. _____ issued on _____

This is to further certify that the attached STUDENT PERMANENT RECORD (F-137)/DIPLOMA issued to the above-named person are found to be authentic.

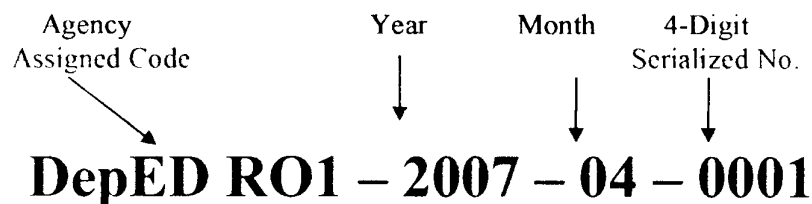
ATTACH PASSPORT
SIZE ID. PICTURE

For the Secretary of Education

GUIDELINES IN THE ISSUANCE OF CLAIM STUB

In the issuance of Claim Stub the following guidelines shall be adopted:

1. The issuing regional office shall be responsible for the issuance of the Claim Stub form prescribed by DFA to the applicant. The Claim Stub Control No. shall likewise be reflected in the Masterlist of CAVs processed to be transmitted to DFA for authentication.
2. For purposes of assigning the control numbers of each claim stub the following format is prescribed:



The various issuing regional offices shall be assigned the following codes:

Code	Issuing Regional Office
DepED RO1	Region I
DepED RO2	Region II
DepED RO3	Region III
DepED RO4A	Region IV-CALABARZON
DepED RO4B	Region IV-MIMAROPA
DepED RO5	Region V
DepED RO6	Region VI
DepED RO7	Region VII
DepED RO8	Region VIII
DepED RO9	Region IX
DepED RO10	Region X
DepED RO11	Region XI
DepED RO12	Region XII
DepED RO13	Region XIII (CARAGA)
DepED NCR	NCR
DepED CAR	CAR

3. Applicants shall be instructed to accomplish the DFA Claim Stub.
4. Upon filing of the applications with the Regional Offices concerned, applicants shall present t properly accomplished claim stub.
5. The receiving/processing officer shall indicate in the claim stub the date on which the document shall be released by DFA. The processing time of the DFA shall be five (5) working days after the receipt of the transmitted CAVs.

Example:

**SCHEDULE OF DATE OF DFA RELEASE FIVE (5) WORKING DAYS AFTER THE
DATE OF TRANSMITTAL**

Date of Pick-up by WWW Express	Date of DFA Release
1 October 2007	8 October 2007
2 October 2007	9 October 2007
3 October 2007	10 October 2007
4 October 2007	11 October 2007
5 October 2007	12 October 2007

NOTE: Holidays are not included in the counting of the Releasing Date


6. The applicant shall be advised to present his/her copy of the claim stub to DFA on the date indicated. The processor on the other hand shall attach the other copy of the claim stub to the application.

**GUIDELINES ON THE DAILY RELEASE OF PROCESSED CAVs
DIRECTLY TO DFA THROUGH THEIR OFFICIAL COURIER**

1. Inform applicants for authentication of school records that the same shall not be released to him/her and, instead, these documents shall be transmitted directly to DFA for authentication;
2. Issue the DFA Claim Stub following the prescribed format.

CLAIM STUB FOR DFA AUTHENTICATION

Name of Agency: _____
 Name of Applicant: _____
 Nature of Document: _____



FOR DFA RELEASE ON: 9/6/07
 Post Name: EDEN
 Control No.: 2912

Sumad na halabang:
 1. Ang rewisitor ang kanyang authorized representative of DFA.
 2. Magsalita ang kanyang authenticated na dokumento.
 3. Maging gamang ng aplikante ang labaw na limitang \$1000.00 using na-release ang kanyang authenticated na dokumento or
 mabigay ng \$1000.00. Maging na-pagpapakita ng \$1000.00 sa DFA claim stub sa ngayong DFA claim stub sa empleyado ng transBusiness.
 Para sa mga katanungan tumawag sa (802) 879-8888

3. Inform the applicant that the said Claim Stub shall be presented to the DFA for purposes of claiming the authenticated document;
4. Transmit to DFA thru the official courier (*WWExpress, who shall present identification and authority from the DFA, copy furnished DepED Regional Office*), all processed CAVs including the supporting documents on a daily basis by placing them inside a sealed envelope together with the masterlist, following the DFA prescribed format.

MASTERLIST OF DOCUMENTS FOR DFA AUTHENTICATION						
Name of Agency/Office	Reference No.:			Date of Transmittal		
	Name of Applicant	Nature of Document	Agency Control No./Official Receipt No.	Signed/Certified by:	Designation	DFA Claim Stub Control No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Prepared by:			For DFA Personnel only.	Verified by:		
Signature:						

5. Copy furnish the DepED Central Office, Records Division, Administrative Service. the masterlist sent to DFA thru e-mail address - recordsco@deped.gov.ph, for monitoring purposes;
6. Coordinate with the official courier of the DFA with respect to the pick-up time of documents to be transported to DFA;
7. Provide regularly the DFA with an updated list of all the officers authorized to sign the processed CAVs; and
8. Provide regularly the DFA with the specimen signatures of the above mentioned officers.

GUIDELINES FOR ACCOMPLISHING THE MASTERLIST OF DOCUMENTS
FOR DFA AUTHENTICATION

As agreed upon, all documents to be transmitted to DFA for authentication must be accompanied by a masterlist properly filled out by the issuing government agency. The attached prescribed masterlist shall contain the following information:

1. **Name of Agency** Should indicate the name of the government issuing agency, including region/actual site for those agencies with region/provincial/district satellite offices.

Examples:

DepEd-NCR NBI-QC

CHED-CAR RTC-Calocan
2. **Reference No.** This shall be used to help identify the batch of documents being transmitted. DFA shall be advised of the reference number system to be used by each agency/office.
3. **Date of Transmittal** Shall indicate the date on which the batch of documents included in the masterlist shall be sent through its official courier.
4. **For DFA Release on:** Shall indicate the date on which the applicant shall go to DFA to claim his/her document. This shall be counted two (2) working days after the agencies date of transmittal.

Example:

Transmittal Date: 02 April 2007
DFA Release on: 09 April 2007

Transmittal Date: 10 April 2007
DFA Release on: 13 April 2007

5. **Name of Applicant** **Must contain the full name of the applicant/document owner, listing the surname first. Shall be listed according to the DFA claim stub control number.**

6. **Nature of Document** **Must specify the types of document to be presented to the DFA for authentication, i.e., affidavit, SPA, CAV, CTC of License, Board Rating, etc.**

7. **Agency Control/O.R. #** **Shall refer to the document control number specifically used by the agency for the document it issues.**

8. **Signed/Certified By** **Must indicate the name of the agency's authorized signatory, who actually signed the document/certificate to be transmitted to DFA.**

9. **Designation** **Should indicate the current position/designation of the person who signed the document/certificate to be transmitted to DFA.**

10. **Claim Stub Control #** **Shall indicate the control number of the claim stub to be presented to DFA for claiming of the authenticated document.**