



Republic of the Philippines  
**Department of Education**

04 NOV 2016

DepEd MEMORANDUM  
No. **188**, s. 2016

**MODIFIED FORMAT OF THE CLAIM STUB FOR DEPARTMENT  
OF FOREIGN AFFAIRS AUTHENTICATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the Modified Format of Claim Stub for the Department of Foreign Affairs (DFA) Authentication Form (copy enclosed) for the information and guidance of all concerned. This is pursuant to the Letter dated September 8, 2016 of the DFA to DepEd.
2. The revision to the claim stub are as follows:
  - a. **Logo** of the issuing government agency must be affixed to the upper-left portion of the claim stub; and
  - b. **Region/Division** office of the Department of Education (DepEd) must be indicated or specified.
3. The DFA has also prescribed the inclusion of the following in the new claim stub:
  - a. Requirement for authorized representative who will claim Authentication of forwarded documents; and
  - b. Authentication Fee of **One Hundred Pesos (P 100.00)** to be paid upon claiming the document/s at DFA-Authentication Office.
4. Likewise, it is reiterated that all unclaimed documents will be disposed of after *three months* from the scheduled date of release.
5. This amends accordingly DepEd Memorandum No. 62, s. 2016 entitled *Change in 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)*.
6. This Memorandum shall take immediately upon its approval.
7. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl:

As stated



References:

DepEd Memorandum: (No. 62, s. 2016) and 381, s. 2007

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

AUTHENTICATION  
CHANGE  
CERTIFICATES  
FEES  
FORMS  
LOGO  
OFFICIALS

mvec/DM-Modified Format of the Claim Stub for DFA Authentication  
0785- October 20, 2016

				<b>Claim Stub for DFA Authentication</b>	DFA-OCA-A-03
Name of Government Agency: Department of Education			DFA Release on:		
Region/Division:			Airway Bill No.:		
Type of Document:			Control No.:		
Name of Applicant:		Surname		First Name	Middle Name
Home Address:					
Contact Nos.:		Email address:			

**Note:**

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office.
- Authorized Representatives may claim Authentication of forwarded documents upon presentation of the following: 1) Original copy of the Notarized Special Power of Attorney from the owner of the document/s; if owner of the document/s is out of the country, SPA must be authenticated by the nearest Philippine Embassy or Consulate; for document/s of minor, SPA must be issued by either of the minor's parents; 2) Photocopy of the applicant's valid ID bearing his/her signature; and 3) Photocopy of representative's own valid ID bearing his/her signature.

**Disclaimer:**

- In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
- All unclaimed documents will be disposed of after three (3) months from the scheduled date of release.

**This portion must be filled out upon receipt of Document**

- This form, when duly-signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided.
- Total No. of Documents for Authentication: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Representative's  
Signature over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
DFA Receiving Processor

**This portion must be filled out upon receipt of DFA Authenticated Document**

- The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
- Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of Authenticated Document.
- Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.

\_\_\_\_\_  
DFA Releasing Personnel



\_\_\_\_\_  
Applicant/Representative's  
Signature over Printed Name

\_\_\_\_\_  
Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: [authentication\\_verification@dfa.gov.ph](mailto:authentication_verification@dfa.gov.ph) or [authenticationdfa@gmail.com](mailto:authenticationdfa@gmail.com)

REVISION: 01

EFFECTIVITY DATE: SEPTEMBER 2016

				<b>Claim Stub for DFA Authentication</b>	DFA-OCA-A-03
Name of Government Agency: Department of Education			DFA Release on:		
Region/Division:			Airway Bill No.:		
Type of Document:			Control No.:		
Name of Applicant:		Surname		First Name	Middle Name
Home Address:					
Contact Nos.:		Email address:			

**Note:**

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DFA Releasing Personnel

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Applicant/Representative's  
Signature over Printed Name

\_\_\_\_\_  
Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: [authentication\\_verification@dfa.gov.ph](mailto:authentication_verification@dfa.gov.ph) or [authenticationdfa@gmail.com](mailto:authenticationdfa@gmail.com)