



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

JAN 28 2026

**REGIONAL MEMORANDUM**

No. 091, s. 2026

**WRITESHOP FOR THE FINALIZATION OF THE REVISED DEPED ORDER  
NO. 48 S. 2017, POLICY AND PROCEDURAL GUIDELINES ON THE  
CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF  
BASIC EDUCATION ACADEMIC SCHOOL RECORDS**

TO: Schools Division Superintendents of SDO Sagay City and SDO  
Dumaguete City  
All Other Concerned

1. Attached is the Advisory dated January 21, 2026, re: "Writershop for the Finalization of the Revised DepEd Order No. 48 s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records" which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

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

POLICY

PROGRAM

ATTENDANCE

PROCEDURE

ASD/PS/AGS/REGIONAL MEMO -Dissemination- Advisory-Participation re DO 48s2017-CAV

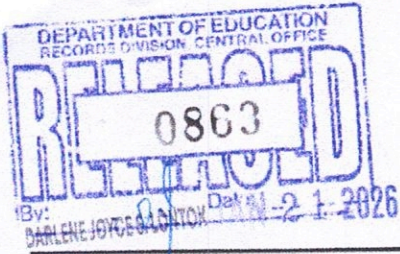


Address: Batinguel, Dumaguete City, 6200

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Republic of the Philippines  
**Department of Education**  
ADMINISTRATIVE SERVICE

RECORDS DIVISION

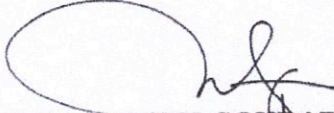
**ADVISORY**

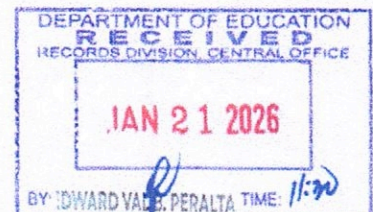
January 21, 2026

In reference to the previous advisory dated November 11, 2025, please be informed that the **“Writershop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records”** originally scheduled on **January 28–30, 2026** has been rescheduled to **February 11–13, 2026 at NEAP-RELC, Marikina City.**

For any inquiries or clarifications, you may contact the Records Division at telephone no. (02) 8687-1449 or via email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

For your information and compliance

  
**ATTY. JOSEPH CONRAD B. DE RAMA**  
Director IV  
Administrative Service

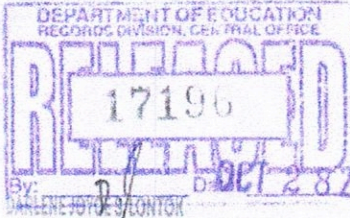


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Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

**MEMORANDUM**  
OM-OUA-2025-181

**TO :** **ATTY. MARCELINO G. VELOSO III**  
Assistant Secretary  
Information & Communications Technology Service

**DR. TOLENTINO G. AQUINO**  
Regional Director, DepEd Region I

**DR. RONNIE S. MALLARI**  
Regional Director, DepEd Region III

**DR. RAMIR B. UYTICO**  
Regional Director, Negros Island Region (NIR)

**DR. ALLAN G. FARNAZO**  
Regional Director, DepEd Region XI

**DR. JOCELYN DR ANDAYA**  
Regional Director, DepEd - NCR  
OIC- Office of the Assistant Secretary for Operations

**MARIA CLARISSE T. LIGUNAS-ROQUE**  
Director IV, Policy and Planning Service (PPS)

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

**SUBJECT :** **Participation of Identified Personnel in the Conduct of the Three (3) Different Activities for the Enhancement of DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records"**

**DATE :** **October 23, 2025**

In reference to the attached approved Memorandum No. OM-OUA-2025-149 dated September 30, 2025, regarding the 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, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication and Verification (CAV) of Basic Education School Records, attendance of the identified participants is requested for the said activities. The details are as follows:



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

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**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

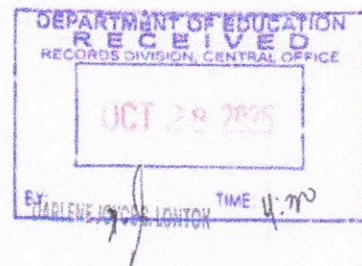
ACTIVITY	DATE/VENUE	PARTICIPANTS
<b>1<sup>st</sup> Activity</b> - 2 <sup>nd</sup> User Acceptance Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> <li>October 29, 2025</li> <li>Via Microsoft Teams</li> </ul>	See Annex "A"
<b>2<sup>nd</sup> Activity</b> - Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> <li>November 11-12, 2025</li> <li>Via Microsoft Teams</li> </ul>	See Annex "B"
<b>3<sup>rd</sup> Activity</b> - Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.	<ul style="list-style-type: none"> <li>November 18-20, 2025</li> <li>Within Metro Manila Area</li> </ul>	See Annex "C"

The link for the first activity will be emailed directly to the selected participants. Meanwhile, for the second activity, the registration and training links for the identified participants will be sent and coordinated through the respective Regional Records Officers via official email to ensure easier and faster dissemination of information.

All expenses that will be incurred for the conduct of the in-person **3<sup>rd</sup>-Activity** shall be charged against the Administrative Service – Records Division (AS-RD) Funds. This includes the travel expenses (TEV) for Central Office participants and the plane fare for Division and Regional participants. However, the TEV for the Regional and Division participants shall be charged against their respective local funds.

For any queries or clarifications, please contact the Records Division at telephone no. (02) 8687-1449 or via email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph)

For your information and compliance



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Certification No. 1529-01-01  
 02-12-2018



Republic of the Philippines  
**Department of Education**  
Administrative Service

**Records Division**

**ANNEX "A"**

**ACTIVITY 1**  
**2<sup>nd</sup> User Acceptance Testing of the Online CAV Application System (OCAVAS)**  
**October 29, 2025**

**A. IN-PERSON SET UP (CENTRAL OFFICE)**

	<b>NAME</b>	<b>OFFICE</b>
1	Marilou J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary-Administration
3	Encarnacion T. Escudro	ICTS-User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS - Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS - Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Miguel Carlo Macariola	ICTS - Solutions Development Division
8	Franz Janreeve P. Parrucho	ICTS-User Support Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
10	Edward Val Peralta	Administrative Service - Records Division
11	Paul Joseph De Vera	Administrative Service - Records Division
12	ICTS - Solutions Development Division	
13	ICTS-User Support Division	

**B. VIRTUAL SET UP VIA MICROSOFT TEAMS (FIELD OFFICE)**

	<b>NAME</b>	<b>OFFICE</b>
14	Atty. Joylyn P. Dulnuan	NCR -Administrative Division
15	Olivia M. Sibug	Regional Office No. III- Records Section
16	Jonah V. Uypico	SDO-Sagay City
17	Jefferson D. Uy	SDO-Division of Dumaguete City
18	Edna T. Canlas	SDO - Angeles City, Records Unit
19	School Head	Within Luzon Area

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
Director IV, Administrative Service

Approved by:

**ATTY. MEL JOHN L. VERZOSA**  
Undersecretary for Administration

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City  
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Certificate No. 2507/2025  
22.03.2025



Republic of the Philippines  
**Department of Education**  
 Administrative Service

Records Division

ANNEX "B"

**ACTIVITY- 2**  
**CONDUCT VIRTUAL TRAINING FOR THE PILOT TESTING OF THE ONLINE CAV**  
**APPLICATION SYSTEM (OCAVAS)**  
 November 11-12, 2025

**A. IN-PERSON SET UP (CENTRAL OFFICE - TWG & FACILITATORS)**

	NAME	OFFICE
1	Marilou J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary-Administration
3	Encarnacion T. Escudro	ICTS-User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS - Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS - Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Miguel Carlo Macariola	ICTS - Solutions Development Division
8	Franz Janreeve P. Parrucho	ICTS-User Support Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
10	Edward Val Peralta	Administrative Service - Records Division
11	Paul Joseph De Vera	Administrative Service - Records Division
12	ICTS - Solutions Development Division	
13	ICTS-User Support Division	

**B. VIRTUAL SET UP VIA MICROSOFT TEAMS (FIELD OFFICE - TWG & FACILITATORS)**

	NAME	OFFICE
13	Atty. Joylyn P. Dulnuan	NCR - Administrative Division
14	Olivia M. Sibug	Regional Office No. III- Records Section
15	Jonah V. Uypico	SDO-Sagay City
16	Jefferson D. Uy	SDO-Division of Dumaguete City
17	Edna T. Canlas	SDO - Angeles City, Records Unit
18	School Head	Within Luzon Area

**C. VIRTUAL SET UP VIA MICROSOFT TEAMS (PARTICIPANTS FROM PILOT REGIONS)**

	NAME	OFFICE
1	Certifying Officers (Oct. 21, 2025)	Region III and NIR
2	Certifying Officer (Oct. 22, 2025)	Region XI and NCR

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
 Director IV, Administrative Service

Approved by:

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

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Republic of the Philippines  
**Department of Education**  
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**Records Division**

**ANNEX "C"**

**ACTIVITY 3**

**Workshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records**  
**November 18-20, 2025**  
**Metro Manila area**

	<b>NAME</b>	<b>OFFICE</b>
	<b>CENTRAL OFFICE</b>	
1	Marilou J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary-Administration
3	Encarnacion T. Escudro	ICTS - User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS- Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Ched Allen S. Martinez	PS -Education Management Information System Div.
8	Miguel Carlo Macariola	ICTS - Solutions Development Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
11	Edward Val Peralta	Administrative Service - Records Division
12	Paul Joseph De Vera	Administrative Service - Records Division
	<b>REGIONAL OFFICE</b>	
13	Atty. Joylyn P. Dulnuan	NCR -Administrative Division
14	Olivia M. Sibug	RO III- Records Section
15	Nhyke Bryan R. Bactat	RO I- Records Section
	<b>DIVISION OFFICE</b>	
16	Jonah V. Uypico	SDO - Sagay City
17	Jefferson D. Uy	SDO - Dumaguete City
18	Edna T. Canlas	SDO - Angeles City, Records Unit
	<b>SCHOOL REPRESENTATIVE</b>	
19	School Head	Within Luzon Area

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
 Director IV, Administrative Service

Approved by:

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

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City

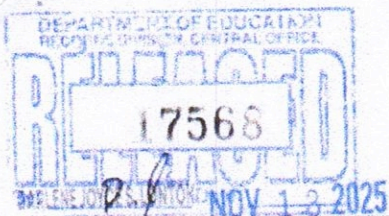
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Republic of the Philippines  
**Department of Education**  
ADMINISTRATIVE SERVICE

**RECORDS DIVISION**

**ADVISORY**

November 11, 2025

**Rescheduling of Activities for the Enhancement of DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records"**

In view of the impact of the recent typhoon and to ensure preparedness of all concerned participants for the activities announced through the Memorandum No. OM-OUA-2025-181, dated October 23, 2025, please be informed of the new schedules, as follows:

ACTIVITY	NEW DATE/VENUE
Conduct of Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	November 18-19, 2025 Via Microsoft Teams
Writershop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.	January 28-30, 2026 (tentative) Within Metro Manila Area

The writershop is rescheduled for early next year to allow sufficient time to gather essential feedback and data from the pilot testing of the OCAVAS, which will be used to refine the guidelines of CAV processing.

For any inquiries or clarifications, you may contact the Records Division at telephone no. (02) 8687-1449 or via email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph).

For your information and compliance

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



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10.11.2024