



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

JUL 29 2025

**REGIONAL MEMORANDUM**

No. 196, S. 2025

**PROCESSING OF CERTIFICATION, AUTHENTICATION, AND VERIFICATION  
(CAV) AT THE DEPED NEGROS ISLAND REGIONAL OFFICE**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. This is to formally announce that this Regional Office shall commence the processing of Certification, Authentication, and Verification (CAV) of learners' academic school records pursuant to DepEd Order No. 048, s. 2017, otherwise known as *"Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records,"* beginning August 4, 2025.

2. Concerning this, attached are the following for references:

**Enclosure No. 1:** CAV Application Form (CAV FORM 15)

**Enclosure No. 2:** General Requirements for CAV Processing

3. In this manner, DepEd NIR Regional Memorandum No. 016, s. 2025, titled *"Official Transactions that can be Processed and Approved at the DepEd Negros Island Regional Office,"* is hereby amended accordingly to this effect.

4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: DepEd Order No. 048, s. 2017

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

AUTHENTICATION  
LEARNERS  
RECORDS

CERTIFICATION  
POLICY



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Enclosure No. 1 to RM No. 196, s. 2025

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CAV FORM 15 – CAV APPLICATION FORM

NAME OF LEARNER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
PLACE OF BIRTH: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_  
NAME OF SCHOOL: \_\_\_\_\_  
ADDRESS OF SCHOOL: \_\_\_\_\_  
PURPOSE: (Please check any of the following):  
 EMPLOYMENT ABROAD       FIANCE VISA       STUDENT VISA  
 SEAMAN'S BOOK / SRC       TOURIST VISA       DESCENDANT'S VISA  
 MIGRATION ABROAD       REIMBURSEMENT OF EDUCATIONAL  
ALLOWANCE / TUITION FEES OF  
CHILDREN OF OFWS  
 SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

(Applicant / Representative)

(TO BE FILLED-UP BY THE REGIONAL OFFICE)

Requirements	Graduates Public      Private	Undergraduates Public      Private
1. Student Permanent Record (Form 137)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Diploma	<input type="checkbox"/> <input type="checkbox"/>	
3. Certificate of Completion / Graduation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Special Order	<input type="checkbox"/>	
5. Certificate of accreditation (for PAASCU Accredited Schools)	<input type="checkbox"/>	
6. Transmittal	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. ALS A&E / PEPT		
a. Certification from BEA	<input type="checkbox"/>	<input type="checkbox"/>
b. Rating	<input type="checkbox"/>	<input type="checkbox"/>
c. Certification from Division Office	<input type="checkbox"/>	<input type="checkbox"/>
8. Passport Size Picture (2 pcs) *	<input type="checkbox"/>	<input type="checkbox"/>
9. Documentary Stamp	<input type="checkbox"/>	<input type="checkbox"/>

\*If the applicant is not the learner himself / herself

Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: [nir@deped.gov.ph](mailto:nir@deped.gov.ph)  
Website: <https://depednir.net/>



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Enclosure No. 2 to RM No. 196, s. 2025

**GENERAL REQUIREMENTS FOR CAV PROCESSING**

I. *Duly accomplished CAV FORM 15 - CAV APPLICATION FORM*

II. *Any or all of the following:*

1. **DIPLOMA**

- Original Copy of the Diploma
- Two (2) photocopies duly certified by school authorities concerned

2. **FORM 137**

- Original Copy of the Form 137
- Two (2) photocopies duly certified by school authorities concerned

3. **FORM 138**

- Original Copy of the Form 138
- Two (2) photocopies duly certified by school authorities concerned

*For ALS or PEPT Passer:*

**REPORT OF RATING** in the A&E Test of the ALS or PEPT

- Original Copy of the Report of Rating
- Two (2) photocopies duly certified by authorities concerned

**CERTIFICATION OF RATING (A&E / PEPT)**

- Original Copy of the Certification signed by the Schools Division Superintendent
- Two (2) photocopies duly certified by authorities concerned

III. **CERTIFICATION OF GRADUATION / SCHOOL ATTENDANCE**

- Original Copy of the Certification
- Two (2) photocopies duly certified by school authorities concerned
- *For private schools, indicate the Special Order Number*

IV. **PASSPORT-SIZED ID PICTURE**

- Two (2) pieces



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**V. DOCUMENTARY STAMP**

- Amounting to PHP 30.00 pursuant to Section 188 of the National Internal Revenue Code, as amended

**VI. INDORSEMENT OF THE SCHOOL TO THE REGIONAL OFFICE**

- Using CAV Form 5 (Annex E of DepEd Order No. 048, S. 2017)

*VII. If filed by a representative, SPECIAL POWER OF ATTORNEY*

Contact Person:

**ROMEO S. SANCHEZ JR., MPA**  
OIC-Chief Administrative Officer  
Administrative Services Division  
DepEd Negros Island Region  
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