



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



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



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NEGROS ISLAND REGION

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

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CAV FROM 15 – CAV APPLICATION FORM

Control No.: _____
Date of Application: _____

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):




<input type="checkbox"/> EMPLOYMENT ABROAD	<input type="checkbox"/> FIANCE VISA	<input type="checkbox"/> STUDENT VISA
<input type="checkbox"/> SEAMAN'S BOOK / SRC	<input type="checkbox"/> TOURIST VISA	<input type="checkbox"/> DESCENDANT'S VISA
<input type="checkbox"/> MIGRATION ABROAD	<input type="checkbox"/> REIMBURSEMENT OF EDUCATIONAL ALLOWANCE / TUITION FEES OF CHILDREN OF OFWs	
<input type="checkbox"/> 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 PAAASCU 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

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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
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Administrative Services Division
DepEd Negros Island Region
Email: nir@deped.gov.ph