



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 29 2025

REGIONAL MEMORANDUM

No. 552, S. 2025

DISSEMINATION OF UNNUMBERED MEMORANDUM FROM THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION TITLED "PARTICIPATION OF IDENTIFIED PERSONNEL IN THE CONDUCT OF THE THREE (3) DIFFERENT ACTIVITIES FOR THE ENHANCEMENT OF DEPED ORDER NO. 48, S. 2017"

To: OIC-Assistant Regional Director
Schools Division Superintendents, SDO Dumaguete City and SDO Sagay City
All Others Concerned

1. Attached is the Unnumbered Memorandum dated October 23, 2025 from the Office of the Undersecretary for Administration, titled "Participation of Identified Personnel in the Conduct of Three (3) Different Activities for the Enhancement of DepEd Order No. 48, s. 2017," 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:

AUTHENTICATION
CERTIFICATION
POLICY
RECORDS



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://depednir.net/>



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM
OM-OUA-2025-_____

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

Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	1 of 2





Republic of the Philippines
Department of Education
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ACTIVITY	DATE/VENUE	PARTICIPANTS
1st Activity – 2 nd User Acceptance Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> • October 29, 2025 • Via Microsoft Teams 	See Annex “A”
2nd Activity - Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> • November 11-12, 2025 • Via Microsoft Teams 	See Annex “B”
3rd Activity - 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"> • November 18-20, 2025 • Within Metro Manila Area 	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 **3rd-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

For your information and compliance



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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	2 of 2





Republic of the Philippines
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Records Division

ANNEX "A"

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

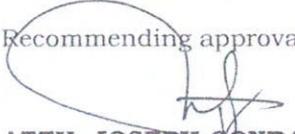
A. IN-PERSON SET UP (CENTRAL OFFICE)

	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	

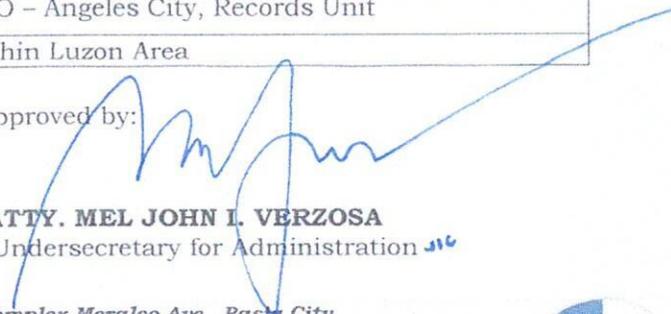
B. VIRTUAL SET UP VIA MICROSOFT TEAMS (FIELD OFFICE)

	NAME	OFFICE
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 I. VERZOSA
Undersecretary for Administration *JIC*

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Doc. Ref. Code	CO-AS-F044	Rev	00
Effectivity	10.13.25	Page	1 of 1



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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. Escuadro	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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Doc. Ref. Code	CO-AS-F-044	Rev	00
Effectivity	10.13.25	Page	1 of 1



Certificate No. PHP QMS 22 93 0045



Republic of the Philippines
Department of Education
 Administrative Service

Records Division

ANNEX "C"

ACTIVITY 3

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

November 18-20, 2025

Metro Manila area

	NAME	OFFICE
CENTRAL 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	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
REGIONAL OFFICE		
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
DIVISION OFFICE		
16	Jonah V. Uypico	SDO - Sagay City
17	Jefferson D. Uy	SDO - Dumaguete City
18	Edna T. Canlas	SDO - Angeles City, Records Unit
SCHOOL REPRESENTATIVE		
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

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Doc. Ref. Code	CO-AS-F044	Rev	00
Effectivity	10.13.25	Page	1 of 1



Certificate No. PNP QMS 22 01 0059



Republic of the Philippines
Department of Education
Administrative Service

Records Division

MEMORANDUM
OM-OUA-2025- 149

- FOR : ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff, Office of the Secretary
THRU : WILFREDO E. CABRAL
Undersecretary, Human Resource and Organizational Development
: DR. MALCOLM S. GARMA
Undersecretary for Operations
: DR. RONALD U. MENDOZA
Undersecretary for Strategic Management
FROM : ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration
SUBJECT : 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
AUTHENTICATION, VERIFICATION, AND CERTIFICATION (CAV) OF
BASIC EDUCATION SCHOOL RECORDS
DATE : September 30, 2025

I. BACKGROUND

The Department of Education is the custodian of school records of all learners in the basic formal and non-formal educational system and mandated to issue certifications attesting to the authenticity of such records, pursuant to DepEd Order No. 48, s. 2017, entitled 'Policy and Procedural Guidelines (PPG) on the Authentication, Verification, and Certification (CAV) of Basic School Records'. These certifications are issued for various

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Table with 2 columns: Doc. Ref. Code, Effectivity; 2 rows: PAWIM-F-014, 03.17.23; Rev 00, Page 1 of 1



Certificate No. P1P 0585
22 93 0585



Republic of the Philippines
Department of Education
 Administrative Service

Records Division

purposes, including but not limited to employment overseas, migration to foreign countries, international travel, and other personal needs.

The Certification, Authentication, and Verification (CAV) of Basic School Records is one of the key frontline services of the Department of Education (DepEd), as outlined in the DepEd Citizens Charter. The current process involves multiple layers of verification of CAV request, which begins at the school level, goes through the Schools Division Offices (SDOs) and Regional Offices before reaching the Department of Foreign Affairs (DFA), which issues the final Apostille. Given the increasing number of clients availing of this service, it is essential to ensure the efficiency and effectiveness of its guidelines and compliance with relevant laws and regulations to guarantee timely, reliable, and high-quality public service delivery.

The Administrative Service - Records Division initiated the development of DepEd Order No. 48, s. 2017 and conducted various activities to evaluate its operational effectiveness and address various issues raised by Certifying Officers from Regions, Divisions, and Schools. Two major outputs have been developed, a draft DepEd Order which enhances and streamlines the existing policy and procedural guidelines and Online CAV Application System (OCAVAS).

To further improve and refine said outputs, and fully optimize the expected benefits, it is imperative to conduct three (3) more related activities. These activities serve as a follow-through to previously conducted initiatives which started from CY 2023 until the 2nd Quarter of this year.

II. SPECIFIC ACTIVITY DETAILS

The following are the pertinent details of the activities:

Activity Title/s	<p>1st Activity – 2nd User Acceptance Testing of the Online CAV Application System (OCAVAS)</p> <p>2nd Activity - Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)</p> <p>3rd Activity - 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</p>
PMIS Activity Code/s	<p>1st Activity– AC-25-AS-RD-GASS-2-015- Operational Expenses (meals expenses for CO pax)</p> <p>2nd Activity – AC-25-AS-RD-GASS-2-004</p> <p>3rd Activity – AC-25-AS-RD-GASS-2-005</p>
Activity Type	<p>■ Capacity-Building Activity (2nd activity)</p> <p>■ Output-based Activity (1st and 3rd activities)</p>

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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	2 of 1





Republic of the Philippines
Department of Education
 Administrative Service

Records Division

Start and End Dates	: 1st Activity – October 12, 2025 2nd Activity – October 21-22, 2025 3rd Activity – November 5-7, 2025												
Venue/Platform	: 1st Activity – Hybrid 2nd Activity – Hybrid 3rd Activity – In-person for Central Office participants												
Mode of Delivery	: <input checked="" type="checkbox"/> In-person - (3 rd activity) <input type="checkbox"/> Online <input checked="" type="checkbox"/> Hybrid (1 st & 2 nd activities, Central Office participants, in-person while Field office participants, online) <input type="checkbox"/> Others, please specify: _____												
Gender-Related Information	: Number of Target Participants Disaggregated by Sex <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>1st Activity</td> <td style="text-align: center;">8</td> <td style="text-align: center;">11</td> </tr> <tr> <td>2nd Activity</td> <td style="text-align: center;">8</td> <td style="text-align: center;">11</td> </tr> <tr> <td>3rd Activity</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p style="text-align: center;"><i>All participants, regardless of gender, will have equal opportunities to review, provide feedback, participate and share their thoughts to achieve the project objectives.</i></p>		Male	Female	1st Activity	8	11	2nd Activity	8	11	3rd Activity	9	10
	Male	Female											
1st Activity	8	11											
2nd Activity	8	11											
3rd Activity	9	10											

III. Budgetary Requirement

The following is the allocated budget for each activity:

Activity	Title	Budget
1 st	2 nd Virtual User Acceptance Testing of the Online CAV Application System (OCAVAS)	Meals for 13 pax will be charge against the Operational Funds of Records Division
2 nd	Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	14,950.00
3 rd	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	160,900.00

- There will be no financial implication on the conduct of these activities to other programs of the Strand. The creation of the said DO was initiated, executed, implemented, and monitored by the Administrative Service-Records Division as part of its mandate.

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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	3 of 1



Certificate No. P1P/GMS
22 93 0085



Republic of the Philippines
Department of Education
Administrative Service

Records Division

- With all the necessary and allowable expenses included in the approved budget estimate for the activities, no excess/extra expenses will be incurred during the conduct of the activities.
- As to allocative efficiency in addressing priority needs and maximizing benefits to be gained vis a vis expenses.

The program highlights innovation and policy guidelines enhancement of CAV processing, covering a wide scope across Schools, Division and Regional offices of the department. It involves security measures, streamlined procedures to reduce redundancies, and integration of automated processing system to increase operational efficiency. Thereby, if implemented properly the benefits may outweigh the costs that will be incurred.

- All expenses to be incurred in this activity shall be charged against the approved GASS Fund of the Records Division, except for the travelling expenses of participants from Field Offices which will be charged against their respective local funds.

IV. OBJECTIVES

The following are the objectives in conducting the remaining CAV activities.

1. Enhance and streamline the policy and procedural guidelines to address current gaps and challenges identified by certifying officers, who serve as the primary implementers of the existing DepEd Order;
2. Integration of automated solutions that are responsive and adaptable, keeping pace with rapid technological advancements to deliver faster, more accessible, and effective services to stakeholders;
3. Align the policy guidelines with current DepEd thrust and existing related laws, regulations, and administrative mandates to ensure compliance and uphold commitment to public service; and
4. Strengthen security and monitoring measures to promote a dependable, transparent, and red tape-free document processing system.

V. EXPECTED OUTPUT

1. Final User Acceptance Testing (UAT) of the newly developed Online CAV Application System (OCAVAS) for pilot testing;
2. Final copy 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 for vetting of the management; and

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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	4 of 1



Certificate No. PIP QMS
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Department of Education
Administrative Service

Records Division

3. Conducted training of Certifying Officers on the operations of OCAVAS for the Pilot Testing of the Online CAV Application System (OCAVAS).

VI. JUSTIFICATION

The core objective of this initiative is continuous improvement of public service delivery by enhancing policy guidelines to make them more relevant, effective, secure, monitored, and fully compliant with existing laws, regulations, and the overall thrusts and strategic priorities of the Department.

After nine (9) years of implementing the current Order, a comprehensive review is timely and imperative to evaluate its effectiveness and to undertake enhancement by streamlining the processes from school, division and regional offices and integrating automated system to complement the existing manual procedures. These improvements will significantly reduce turnaround times and address issues associated with manual processing, such as delays, human error, and vulnerability to fraud. It also enhances service accessibility, provides client convenience, and fosters greater trust among the growing number of CAV applicants.

The Records Officers and Certifying Officers in field offices will undergo training to equip them with the necessary knowledge and skills, thus, they will effectively fulfill their responsibilities as custodians of learners' academic records and ensure the accurate and secure issuance of reliable CAV documents.

VIII. SKELETON WORKFORCE (RECORDS DIVISION)

The number of existing personnel of the Administrative Service-Records Division is seventeen (17) and only five (5) personnel will be participating in this activity, hence twelve (12) personnel will be the skeleton workforce of the office.

Of the five (5) participants, two (2) are members of the Technical Working Group for the CAV enhancement and will also function as Program Facilitators while the other three (3) participants will be the technical staff & secretariat.

VIII. STATEMENT OF REQUEST

In reference to Office Order CO-OSEC-2025-167 entitled "Supplemental Guidelines to OO-OSEC-2024-316, "Guidelines on the Conduct of and Participation in Capacity-Building Activities, and Strategic and Operational Planning Organized by the DepED Central Office Strands", the Administrative Service-Records Division respectfully requests for the following:

1. Clearance and approval for the conduct of the remaining three (3) related activities including the changes or updated schedules to achieve expected outputs.

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Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	5 of 1



Certificate No. P19P QM3
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Department of Education
 Administrative Service

Records Division

2. Clearance and approval for the conduct of related Planning and Assessment activities as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – by the Strategic Management Strand (Undersecretary for Strategic Management)
3. Clearance and approval for the conduct of Capacity-Building and Professional Development related activity as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – by the Human Resource and Organizational Development (HROD) strand (Undersecretary of HROD)
4. Clearance and approval for the participation of selected participants from Field Offices for the three (3) activities -by the Operations Strand (Undersecretary for Operations)

IX. ATTACHMENTS

Attachment 1:

- Concept Note for the Enhancement of DepEd Order no. 48, s 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records.

Attachment 2:

- Approved Activity Request (AR) with Budget Allotment
- Updated date and signatory of Budget Estimates for 2nd and 3rd Activities (the same amount as per approved AR)
- Updated Lists of Participants
- Updated Program of Activities
- Copy of approved Work and Financial Plan (WFP) & Annual Procurement Plan (APP).

Attachment 3: Supporting documents for the previously conducted activities.

- Memorandum dated May 13, 2025, Completed Staff Work (CSW) and Request for Clearance for the Data Gathering for the Pilot Testing of the OCAVAS.
- Memorandum, dated May 07, 2025, Data for the Pilot Testing of the Online Certification, Authentication and Verification Application System (OCAVAS)
- Memorandum, dated May 7, 2025, User Acceptance Testing (UAT) for the OCAVAS
- Memorandum dated January 24, 2025, Request for Comments on the Draft DepEd Order Titled, “Revised Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.
- Memorandum dated September 10, 2024 Writeshop on the Finalization of the Amendments to DepEd Order No. 48, s. 2017 and Development of Electronic Policy and Procedural Guidelines on CAV of Basic Education Academic School Records.
- Memorandum dated October 05, 2023, Digitization of the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.

For the Undersecretaries’ kind consideration and approval.

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 RECORDS DIVISION, GENERAL OFFICE

JCT 28 2025

BY: DARLENE JOYCE S. LOP

Doc. Ref. Code	PAWIM-F-014	Rev	00
Effectivity	03.17.23	Page	6 of 1



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