



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 19, 2025

**REGIONAL MEMORANDUM**

No. **1014** s.2025

**REITERATION OF DO 48 s2017 TITLED POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION, AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS**

To: Schools Division Superintendents  
Division Records Officers  
School Principals/ School Heads  
Records Custodians  
Registrars  
All Others Concerned

1. This Office, through the Administrative Division – Records Section, directs all Schools Division Offices (SDOs) to facilitate the dissemination to the School Heads, Records Officers, Administrative Officers, Records Custodians, and School Registrars the General Instructions and Guidelines on the Processing of CAV as stipulated in DO48 s2017 to avoid rework, and to ensure smooth, efficient, and effective CAV-related transactions.

2. The DO 48 s2017 clearly states that “**learners**, regardless of their level of educational accomplishments, whether in the formal or informal systems, **have the right to information on and access to their basic education school records without inconveniencing them.** Further, it is also guaranteed that the Department shall afford full protection to any **learner’s right to security and confidentiality** of his/her records. Finally, these learners’ school records must be **protected and safeguarded in accordance with standards on records management** and custodianship in order to ensure the integrity, accessibility, and timely release thereof.”

3. **The general instructions include, but not limited to, the following:**

- a. An applicant, or in his/her absence, his/her duly authorized representative, shall fill-out a CAV Request Form (RF) for any of the following Academic School Records (ASR):

**For Public and Private Elementary, and Public High School**

- i. Diploma
- ii. Form 137



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



- iii. Certification of English as a Medium of Instruction
- iv. Certification of Enrolment/Completion/Graduation
- v. Indorsement/Transmittal

**For Private Secondary School Graduates**

- vi. All requirements stipulated in the preceding list: i-v
- vii. Special Order

**For ALS Graduates/Completers**

- viii. Diploma
- ix. Indorsement/Transmittal
- x. Report of Rating in the Accreditation and Equivalency (A&E) Test of the Alternative Learning System (ALS) or Philippine Educational Placement
- xi. Certification from the Division Office

**Additional requirements**

- xii. Documentary Stamp
- xiii. Passport Size Photo (2)

- b. In case of **lost, damaged, or destroyed** Academic School Records, the applicant must be advised to produce any of the following documents as maybe bases for the **reconstruction** of Academic School Records:
  - i. Sworn Statement of any two (2) of the applicant's classmates, principals, or teachers; and supported by either the school graduation photos, souvenir program, or graduation program; or
  - ii. Duly certified copy of either Form 137 or Form 138 of the learners on the file in any Tertiary Learning Institutions; or diploma/transcript of records on file in the learner's current/previous employer/s.
  - iii. The reconstruction of a Diploma shall be subject to submission of **incontestable proofs** of a Learner's completion of the academic requirements of the appropriate academic program as stated in **DO 48 s2017**; provided that all the content of the diploma shall strictly follow the DepEd- prescribed format. **Refer to DO 002 s2019** for the templates.

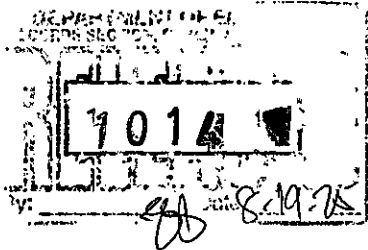
4. The translation in English Language of a valid diploma stated in pure Filipino version shall be the function of the School concerned, subject to the approval thereof by the Division Office.

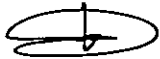
5. The School Head or the Registrar shall send a scanned copy of the CAV documents to **records.region8@deped.gov.ph** for the initial evaluation as to the completeness of the requirements before sending the client to the regional office for the processing of the CAV application.

6. No service fees shall be charged against any applicant for Certification, Authentication, and Verification (CAV).

7. For further information and technical assistance provision, the School Head or Registrar shall contact the Division Records Officer or the Regional Records Officer at **0945-2578066** or **records.region8@deped.gov.ph**.

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



  
**RONEO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosures: As stated

References: As stated

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

CAV          FORMS          PROCESS          REQUIREMENTS

AD-RS-ACV