



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

January 06, 2025

REGIONAL MEMORANDUM

No. **17** s.2026

**REITERATION AND EXPANDED GUIDELINES ON THE DECENTRALIZED
CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF
OFFICIAL DOCUMENTS**

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers V
Administrative Officers II
Public and Private Elementary and Secondary School Heads
Records Officers / Custodians
All Concerned Personnel

1. This Memorandum reiterates and expands the provisions of *Regional Memorandum No. 231, s. 2021* and *DepEd Order No. 48, s. 2017* to ensure uniformity, accountability, and integrity in the processing of requests for Certification, Authentication, and Verification (CAV) of official documents within DepEd Region VIII.
2. This reinforces the decentralization of the certification process to appropriate levels to streamline services, reduce client travel, and prevent congestion at Division Offices, especially during peak seasons such as promotions, licensure examinations, and other similar periods requiring mass document certification.
3. To improve service delivery and accessibility, the certification process shall be decentralized to the most appropriate and efficient level. School-level certification is empowered to handle eligible requests to reduce unnecessary client travel and decongest Division Offices during peak periods. The following guidelines shall be observed:
 - a. School-Level Certification is mandatory for eligible documents: All requests for certification of academic and non-academic documents that can be verified using records available at the school level must be processed and certified at the school of origin. This includes certificates of enrollment, completion, good moral character, participation in school-based activities, and other similar records.
 - b. Division Office Role: Division Offices shall focus on handling complex cases, referrals, ALS/PEPT certifications, and documents from closed schools, as stipulated in DO 48, s. 2017.
 - c. Client Convenience: Learners, teachers, and staff shall not be required to travel to Division Offices for certifications that can be duly issued by their respective schools.

4. These guidelines shall apply to all requests for CAV of official documents originating from the Department of Education (DepEd), including but not limited to:

- a. Academic School Records: As defined in DO 48, s. 2017 (Diploma, Form 137, Form 138, ALS A&E/PEPT Ratings).
- b. Non-Academic DepEd-Issued Documents: Certificates of Participation/Completion/Training, Travel Authorities, Memoranda, Appointment Papers, Official Reports, and other documents issued by any DepEd office where proof of issuance exists.

5. For clarity, the following terms are defined:

- a. Certification: The official act of attesting to the truth, accuracy, or authenticity of information contained in a document, based on available records or evidence in the custody of DepEd.
- b. Authentication: The process of confirming the genuineness of a document, signature, or seal as originating from DepEd or its authorized officers.
- c. Verification: The act of comparing a copy of a document against its original or a source record to confirm its accuracy and completeness.
- d. Certifying Officer: A DepEd official authorized by these guidelines to perform acts of certification, authentication, and verification within their level of jurisdiction.

6. Only the following officials are authorized to certify documents at their respective levels:

6.1. At the School Level:

- School Head / Principal
- School Records Custodian / Registrar
- Administrative Officer II

6.2 At the Schools Division Office Level:

- Schools Division Superintendent
- Assistant Schools Division Superintendent
- Division Records Officer
- Administrative Officer V, Administrative Section

6.3 At the Regional Office Level:

- Regional Director
- Assistant Regional Director
- Regional Chief Administrative Officer, Administrative Division
- Regional Records Officer

In the absence of the primary officers, their duly designated Officers-in-Charge may act.

7. Below are the general procedures relative to CAV that shall be observed:

7.1 For Documents in Custody of the Records Office:

The Records Officer or any authorized certifying officer shall authenticate photocopies of documents under their custody.

The authenticated copy shall be stamped "CERTIFIED TRUE COPY" and signed by the certifying officer, indicating their printed name, position, and date.

7.2 For Documents NOT in Custody of the Records Office (Verification):

The applicant must present the original document.

A photocopy shall be submitted for filing, accompanied by a transmittal letter.

The verified copy shall be stamped "VERIFIED TRUE COPY FROM THE ORIGINAL" and signed by the verifying officer.

7.3 Certification of Non-Academic Documents (e.g., Certificates of Participation):

Requests must be supported by Means of Verification (MOVs) that affirm the document's issuance and correctness. MOVs may include:

- Approved Travel Authority
- Official Memorandum listing the participant
- Program of Activities
- Attendance Sheets
- Other relevant official records on file.

7.4 Secondary Evidence:

For lost, damaged, or destroyed documents, secondary evidence may be submitted to support a request for certification or reconstruction. Acceptable secondary evidence includes:

- Duly notarized Sworn Statements from two (2) disinterested persons with personal knowledge.
- Certified copies from tertiary institutions or previous employers where the document was submitted.
- School graduation photos, souvenir programs, or yearbooks.
- Official reports on file at higher offices (e.g., Report on Promotion, List of Graduates).

8. The Department of Education shall NOT certify, authenticate, or verify any document issued by other government agencies or private institutions. These guidelines apply exclusively to documents originating from DepEd or with DepEd as a partner agency.

9. For inquiries and concerns regarding CAV processing at the Regional Office, please contact:

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



DepEd Regional Office VIII - Records Section
Government Center, Candahug, Palo, Leyte
Tel. No.: (053) 323-3855
Mobile: 0945-2378066
Email: records.region8@deped.gov.ph

10. All offices are directed to strictly adhere to these reiterated and expanded guidelines. School Heads are especially directed to implement the decentralized certification process effectively to serve clients at the most accessible level.

11. Immediate and wide dissemination to all concerned stations and personnel is requested.

RONEL K. FIRMO CESO IV
Assistant Regional Director
Officer In-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

AUTHENTICATION
CERTIFICATION
DOCUMENTS
OFFICERS
RECORDS

AD-RS-AVC

