



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

October 06, 2026

REGIONAL MEMORANDUM

No. **1299**, s. 2026

**DISSEMINATION OF THE POLICY AND PROCEDURAL GUIDELINES ON
THE CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV)
OF BASIC EDUCATION SCHOOL RECORDS, INCLUDING THE
RECONSTRUCTION OF ACADEMIC SCHOOL
RECORDS AND DIPLOMAS**

To: Assistant Regional Director
Chiefs of Functional Divisions
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In line with **DepEd Order No. 48, s. 2017**, titled "Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records," this Office disseminates the key provisions on CAV transactions and prescribes the procedure, signatories and notation for the reconstruction of lost, damaged or destroyed Academic School Records and diplomas to ensure uniform and strict compliance across the Region.

2. CAV is the official process of checking, reviewing and certifying the genuineness and veracity of a learner's Academic School Records (ASR), performed by DepEd and the Department of Foreign Affairs (DFA). The ASR covers the Elementary/Secondary Diploma, Form 137, Form 138, and the Report of Rating in the ALS Accreditation and Equivalency (A&E) Test or the Philippine Educational Placement Test (PEPT). Ratings in the A&E Test and PEPT are not reconstructed by the school; they are verified with the Bureau of Education Assessment (BEA) through the Division Office.

3. **General Instructions.** All concerned shall observe the following:

a. **Request Form.** The applicant, or in his/her absence a duly authorized representative, shall fill out a CAV Request Form for any of the ASR listed in paragraph 2. A representative must be authorized through a Special Power of Attorney (SPA) stating the representative's name and the purpose of its issuance.

b. **Specific purpose.** CAV shall be issued only for a purpose defined in DepEd Order No. 48, s. 2017, such as employment abroad, Seaman's Book/Seafarer's Registration Certificate, migration abroad, student, tourist, fiancé or descendant's visa, reimbursement of educational

allowance/tuition fees of children of OFWs, and other purposes required in writing by the DFA.

- c. **Special Order (SO) number.** The SO number must appear on the diploma and Certificate of Graduation issued by private secondary schools. Where the SO number is not available, the School Head shall not act favorably on the request.
- d. **Lost, damaged or destroyed records.** The applicant shall be informed accordingly and advised to produce the secondary evidence described in paragraph 4.
- e. **English translation.** The English translation of a valid diploma written in pure Filipino is the function of the school concerned, subject to approval by the Schools Division Office (SDO).
- f. **No service fees** shall be charged to any applicant for CAV.
- g. **Responsibility.** The issuance of CAV is the function and responsibility of the Records Section of the Regional Office.
- h. **Submission by SDOs.** All SDOs shall submit to the Regional Office, in soft and/or hard copy: (i) the Enrolment List per school within sixty (60) days after the opening of classes; (ii) the List of School Graduates and School Form 5, not later than thirty (30) days from the date of graduation, together with the List of Graduates with Special Order Number for private secondary schools; and (iii) the updated list of school heads with their specimen signatures, within thirty (30) days before the opening of classes.
- i. **Specimen signatures.** School Heads shall submit their specimen signature cards yearly to their respective Division Offices. The Regional Office shall validate the signature of the School Head on every application.
- j. **Authorized signatories.** The CAV shall be signed by the Regional Director, the Assistant Regional Director, or the Regional Chief Administrative Officer, as provided in the signing authority order. The Regional Office shall submit its updated list of authorized signatories with specimen signatures to the DFA through its official email accounts.

4. **Reconstruction of Academic School Records and Diplomas.**

- a. **Coverage.** This paragraph applies to the Elementary/Secondary Diploma, Form 137 and Form 138 that are reported lost, damaged or destroyed and are needed for CAV.
- b. **Secondary evidence.** The applicant shall be advised to submit either:
 - (1) Sworn statements of any two (2) of the applicant's classmates, principals or teachers, supported by the school graduation photos, souvenir program or graduation program; **or**
 - (2) A duly certified copy of Form 137 or Form 138 of the learner on file in any tertiary learning institution, or the diploma/transcript of records on file with the learner's current or previous employer/s.

- c. **Standard of proof and format.** Reconstruction shall be allowed only upon submission of incontestable proof that the learner completed the academic requirements of the appropriate program. The contents of every reconstructed record shall strictly follow the DepEd-prescribed format.
- d. **Limited use.** Reconstructed records and diplomas are issued for CAV purposes only.
- e. **Reconstructed Diploma: Signatories.** The **Current School Head is the only signatory** of the reconstructed diploma. The former School Head/Principal and the former Schools Division Superintendent who signed the original diploma shall not sign the reconstructed copy. Their names shall appear with the prefix **“Sgd.”** (signed), indicating that they signed the original, and shall be arranged as follows:
- (1) **Left:** the name of the former School Head/Principal, prefixed “Sgd.”;
 - (2) **Middle:** the name of the Current School Head, who affixes his/her signature;
 - (3) **Right:** the name of the former Schools Division Superintendent, prefixed “Sgd.”.
- f. **Reconstructed Diploma: Notation.** The words **“RECONSTRUCTED FOR CAV PURPOSE ONLY”** shall be printed on the upper leftmost part of the diploma. A diploma without this notation shall not be accepted for CAV processing.
- g. **Source of the names of former officials.** The names of the former School Head/Principal and former Superintendent shall be taken from verified records, such as the graduation program, School Form 5, Form 137, or the list of school heads and Superintendents on file in the Division Office. Where the names cannot be established, the school shall refer the matter to the SDO for verification before the diploma is prepared.
- h. **Reconstructed Form 137 and Form 138.** These shall be prepared by the Records Custodian/Registrar, based on the certified true copy of School Form 5 (formerly School Form 18) secured from the SDO and the secondary evidence under item b, and shall be certified by the Current School Head. They shall likewise bear the notation **“RECONSTRUCTED FOR CAV PURPOSE ONLY.”**
- i. **Procedure.** The reconstruction shall proceed through the following steps:
- (1) **Filing.** The applicant files CAV Form 1 with the Records Custodian/Registrar (or the School Head in his/her absence), who checks the completeness of the information and requirements within five (5) minutes. An incomplete request is returned to the applicant with proper advice.
 - (2) **Search at the school.** The Records Custodian/Registrar searches for the requested ASR within thirty (30) minutes. If the record is not available, the school advises the applicant to produce the secondary evidence under item b.

- (3) **Referral to the SDO.** The school issues CAV Form 2 (School Referral to Division Office), hand-carried by the applicant or representative, requesting a certified true copy of School Form 5 for the reconstruction of Form 137.
- (4) **Verification at the SDO.** The Division Records Officer (or the AO V for the Administrative Section in his/her absence) searches the records. If available and matched, the record is released to the school with CAV Form 8. If no record exists, CAV Form 7 is issued. If discrepancies are found, CAV Form 9 is issued.
- (5) **Re-verification.** The applicant's secondary evidence is submitted for re-verification. If the verification is not approved, a letter of denial shall be issued.
- (6) **Evaluation.** The Records Custodian/Registrar validates the information against the available records within ten (10) minutes. If the name, date of birth or place of birth is unmatched, the applicant shall clarify the discrepancy and submit a duly authenticated Philippine Statistics Authority (PSA) Birth Certificate. If the records remain unmatched, the applicant shall be indorsed to the Legal Unit of the Regional Office using CAV Form 3.
- (7) **Preparation and approval.** The Records Custodian prepares the reconstructed records and diploma in accordance with items e to h, together with the Certification (CAV Form 4), and affixes his/her initials within thirty (30) minutes. The Current School Head reviews the accuracy and veracity of the documents and, if in order, signs and approves them within ten (10) minutes. If not in order, the documents are returned for rectification.
- (8) **Release and transmittal.** The approved ASR and Certification are released in two (2) copies and in a sealed envelope to the applicant, together with the transmittal to the Regional Office (CAV Form 5). The School Head shall immediately inform the Regional Office of approved requests by email, text message or fax, using CAV Form 6.
- (9) **Regional Office action.** The Regional Records Officer reviews the CAV Application Form (CAV Form 15), opens the sealed envelope, validates the application against the message of the School Head, verifies the School Head's signature, and checks the Special Order Number against the records on file. The Regional Records Officer shall also check that the reconstructed diploma bears the notation and signatory arrangement required in items e and f. The CAV (CAV Form 16) is then prepared, the applicant's photo is attached, a claim stub is issued, and the CAV is signed by the Regional Director, Assistant Regional Director or Regional Chief Administrative Officer. The release date at the DFA indicated in the claim stub shall be eight (8) working days from receipt of the application in the Regional Office.

- (10) **Recording.** The Records Custodian records the release and maintains the files duly acknowledged by the applicant.

j. **Sample layout of the reconstructed diploma (key features only):**

RECONSTRUCTED FOR CAV PURPOSE ONLY

(upper leftmost part of the diploma)

Sgd. [NAME]	[NAME]	Sgd. [NAME]
Former School Head/Principal	Current School Head	Former Schools Division Superintendent
<i>(left)</i>	<i>(middle – signs)</i>	<i>(right)</i>

5. **Forms.** The following forms prescribed under DepEd Order No. 48, s. 2017 shall be used uniformly. Soft copies shall be provided to all units and personnel concerned.

Form	Title	Signatory
CAV Form 1	Request Form (RF) – School	Applicant / Representative
CAV Form 2	School Referral to Division Office	School Head
CAV Form 3	Indorsement for Correction of Entries in the ASR	School Head
CAV Form 4	Certification of Enrolment / Completion / Graduation	School Head
CAV Form 5	School Transmittal to the Regional Office	School Head
CAV Form 6	List of Approved CAV Request	Records Custodian / School Head
CAV Form 7	Certification of Non-availability of ASR in the Division Office	Division Certifying Officer
CAV Form 8	Return Indorsement of SDO to the School	Division Certifying Officer
CAV Form 9	Certification of Discrepancy/ies	Division Certifying Officer
CAV Form 13	Division Office Transmittal to the Regional Office	Schools Division Superintendent
CAV Form 14	List of Approved CAV Request (Division)	Schools Division Superintendent
CAV Form 15	CAV Application Form	Applicant / Representative
CAV Form 16	Certification, Authentication and Verification	Regional Director
CAV Form 17	Certification of English as a Medium of Instruction	School Head

6. **Elevation of issues.** Issues, concerns or problems on the interpretation or implementation of these guidelines shall be elevated through proper channels to the Regional Office, which shall refer unresolved matters to the Director of the Administrative Service, DepEd Central Office, for proper disposition.

7. **Monitoring.** The Records Section, Administrative Division, shall monitor compliance with these guidelines, particularly on processing time and any incidence of fraudulent certifications.

8. This Memorandum is issued as regional implementing guidance and does not amend DepEd Order No. 48, s. 2017. The signatory and notation requirements in paragraph 4 are intended to ensure that reconstructed diplomas are clearly identifiable and follow a uniform format. All provisions of the said Order shall prevail in case of conflict. Schools and Division Offices shall keep the authorized email addresses and contact numbers used for CAV transmittals updated and on file with the Regional Office.

9. Immediate dissemination of and strict compliance with this Memorandum is directed.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III

 Regional Director  

Enclosure: DepEd Order No. 48, s. 2017 (with annexes)

Reference: DepEd Order No. 48, s. 2017

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

AUTHENTICATION
CERTIFICATION
LEARNERS
PROCEDURE
RECORDS
SCHOOLS



AD-RS-AVC