



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

October 7, 2016



DIVISION MEMORANDUM

No. 612 s. 2016

DEPED-NIR CAV EXPRESS SERVICE

TO: Chiefs, CID and SGOD
DEPS, SEPS, EPS, Coordinators
District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Attached is NIR Regional Memorandum No. 250, s. 2016 disseminating the **express processing of request for Certification, Authentication and Verification (CAV) of School Records.**
3. For details, see attached communication and the **New C.A.V. Requirements for Elementary and Secondary.**
4. Widest dissemination of this Memorandum is desired.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
10/7/16 

10 OCT 2016



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



D:10/6/16
8

October 5, 2016

REGIONAL MEMORANDUM
NO 250 S. 2016


DATE	10/5/16
TIME	4:30
PLACE	DepEd-NIR
BY	

DEPED-NIR CAV EXPRESS SERVICE

To: All Schools Division Superintendent
All Concerned

1. This is to inform the field that the processing of request for Certification, Authentication and Verification (CAV) of School Records can be availed in the following DepEd-NIR offices:
 - **DepEd NIR Regional Office**
Jose Pro Teves St.
Dumaguete City
 - **DepEd NIR Sub-Regional Office**
Division of Negros Occidental
Cottage Road, Bacolod City
2. Schools Division Offices shall endorse all CAV request to the Regional office. It is expected that all documents are already pre-checked to avoid delays in the processing of documents (CAV).
3. Attached is the new list of requirements for C.A.V.
4. Widest dissemination of this memorandum is desired.

For the Regional Director


ADOLE P. AGUILAR

Lead Coordinator

Education Support Services Division

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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DepEd Negros Island Region

NEW C.A.V. REQUIREMENTS FOR ELEMENTARY AND SECONDARY

➔ PUBLIC SCHOOLS SECONDARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – A (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- LIST of GRADUATES (Original, Signed by the Principal & with School Dry Seal)

➔ PUBLIC SCHOOLS ELEMENTARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – E (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- LIST of GRADUATES (Original, Signed by the Principal & with School Dry Seal)
- 2 pcs. Passport size I.D. picture

➔ PRIVATE SCHOOLS SECONDARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – A (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- 2 pcs. Passport size I.D. picture

➔ PRIVATE SCHOOLS ELEMENTARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – E (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)

➔ UNDERGRADUATE

- ORIGINAL FORM 137 (With 3 Certified Photo Copy)
- CERTIFICATE OF SCHOOL LAST ATTENDED (Latest and Original) (with 3 Xerox Copy)
- Birth Certificate (3 Xerox Copy)
- 2 pcs. Passport size ID picture

➔ NOTE

1. ALL DOCUMENTS MUST HAVE TWO (2) PHOTOCOPIES (FOR UNDERGRADUATE – THREE (3) PHOTOCOPIES)
2. AUTHORIZATION LETTER IS REQUIRED FOR PERSON REQUESTING C.A.V. IN-BEHALF OF THE CONCERNED STUDENT
3. CERTIFICATION OF GRADUATION SHOULD BE WITHIN SIX (6) MONTHS PERIOD