



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

February 16, 2016



DIVISION MEMORANDUM

No. 113 s. 2015

CERTIFICATION AUTHENTICATION AND VERIFICATION (CAV) REQUIREMENTS

TO: District Supervisors/ District In-Charge
All Others Concerned

Attached is a basic communication from Negros Island Region (NIR) entitled, "CERTIFICATION AUTHENTICATION AND VERIFICATION (CAV) REQUIREMENTS", for the information and guidance of all concerned.


SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent 





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



CERTIFICATION AUTHENTICATION AND VERIFICATION (CAV) REQUIREMENTS

PUBLIC GRADUATE

- Original Diploma (with 3 Certified Photo Copy)
- Original Form 137 (with 3 Certified Photo Copy)
- Certificate of Graduation (Latest and Original)(with 3 Xerox Copy)
- List of Graduates/Year Book (duly Certified Correct by the Authorized Officials)
- Birth Certificate (3 Xerox Copy)
- 2 pcs. Passport size ID picture

PRIVATE GRADUATE

- Original Diploma (with 3 Certified Photo Copy)
- Original Form 137 (with 3 Certified Photo Copy)
- Certificate of Graduation (Latest and Original)(with 3 Xerox Copy)
- (For High School Graduate Only) Copy of Special Order
(duly Certified Correct by the Authorized Officials)
- List of Graduates if the said School is Accredited by ex. (PAASCU)
- Birth Certificate (3 Xerox Copy)
- 2 pcs. Passport size ID picture

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