



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 175 s. 2025

**REQUEST FOR COMMENTS ON THE DRAFT DEPED ORDER TITLED,
 "REVISED POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,
 AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION
 ACADEMIC RECORDS"**

To: Schools Division Superintendents
 Division Records Officers
 Elementary and Secondary Principals (Public and Private)
 All Others Concerned

1. This refers to the issued Memorandum titled, REQUEST FOR COMMENTS ON THE DRAFT DEPED ORDER TITLED, "REVISED POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION ACADEMIC RECORDS" dated January 24, 2025. The Order aims to expedite process of issuing CAVs by simplifying forms, templates and allowing online applications.

2. Anent this, all comments and suggestions gathered must be consolidated by the Schools Division Office Records Officer and submit to the Regional Records Section via rs.region1@deped.gov.ph on or before **February 10, 2025**. The said draft can be accessed through <https://bit.ly/CAVforreview>, non-submission will be taken as confirmation of agreement to the stated DO.

3. For any clarifications or inquiries, please contact the Office of the Records Division at telephone number 8687-1449 or email at as.rd@deped.gov.ph.

4. For information and strict compliance.

TOLENTINO G. AQUINO

Director IV

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

COMMENTS SUGGESTIONS CAV

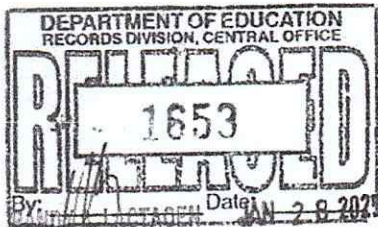
AD-RS/nbb/RM_RequestforCommentDraftRevisedCAV
 February 3, 2025



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Republic of the Philippines
Department of Education



MEMORANDUM

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR COMMENTS ON THE DRAFT DEPED ORDER TITLED, "REVISED POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION ACADEMIC SCHOOL RECORDS"**

DATE : **January 24, 2025**

This refers to the draft DepEd Order titled "Revised Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education Academic School Records". This Order aims to revise the provisions under D.O. No. 48, s. 2017 to expedite the process of issuing CAVs by simplifying forms and templates and allowing online applications.

The DepEd National Records Management Improvement Committee (DEPED-NRMIC) agreed that the Regional Records Officers must consolidate comments/suggestions of their Region, Schools Division Offices and Schools and submit in the appropriate folder, via this link: <https://bit.ly/CAVforreview> on or before February 14, 2025. Non-submission by the given date will be taken as confirmation of agreement to the stated DO.

For any clarifications or inquiries, please contact the office of the Records Division at telephone number 8687-1449 or email us at as.rd@deped.gov.ph.

For preferential appropriate action.



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