

REQUIREMENTS FOR APPLICATION FOR CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV)

1. Public School Graduates

- a. Student Permanent Record (Form 137) (Original with 2 xerox copies)
- b. Diploma (Original with 2 xerox copies)
- c. Certification of Enrollment/Completion/Graduation issued by School Head (CAV Form 4)
- d. Transmittal from the School (CAV Form 5) and (CAV Form 6) List of Approved CAV Form
- e. Certification of English as a Medium of Instruction (CAV Form 17)
- f. Passport Size Picture (2 pcs)*
- g. Documentary Stamp

2. Private School Graduates

1. Student Permanent Record (Form 137) (Original with 2 xerox copies)
2. Diploma (Original with 2 xerox copies)
3. Certification of Enrollment/Completion/Graduation issued by School Head (CAV Form 4)
4. Special Order for Graduation issues by the School Head
5. Transmittal from the School (CAV Form 5) and (CAV Form 6) List of Approved CAV Form
6. Certification of English as a Medium of Instruction (CAV Form 17)
7. Passport Size Picture (2 pcs)*
8. Documentary Stamp

3. For Graduates of Private School with Accreditation from Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

1. Student Permanent Record (Form 137) (Original with 2 xerox copies)
2. Diploma (Original with 2 xerox copies)
3. Certification of Enrollment/Completion/Graduation issued by School Head (CAV Form 4)
4. Certificate of Accreditation (PAASCU)
5. Certification of English as a Medium of Instruction (CAV Form 17)
6. Transmittal from the School (CAV Form 5) and (CAV Form 6) List of Approved CAV Form
7. Passport Size Picture (2 pcs)*
8. Documentary Stamp

4. Applicants who failed to complete their Elementary or Secondary Curriculum level shall secure the following documents from the school where he/she enrolled.

1. Certification of grade/year level completed (CAV Form 4)
2. Student Permanent Record (Form 137)
3. Transmittal from the School (CAV Form 5) and (CAV Form 6) List of Approved CAV Form
4. Passport Size Picture (2 pcs)*
5. Documentary Stamp

5. ALS, A&E and PEPT Passers

1. Diploma (Original with 2 xerox copies)
2. PEPT or A&E Result
3. Certification of Rating (CAV Form 12)
4. Transmittal from the Division Office (CAV Form 13) and (CAV Form 14) List of Approved CAV Form
5. Passport Size Picture (2 pcs)*
6. Documentary Stamp

* If the applicant is not the learner himself/herself

NOTE: Personal Appearance of the applicant is required

CAV FORM 4 – CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on available records in this school, the following information pertaining to Name of Learner with Learner Reference Number _____ appear:

- () enrolled in Grade _____ during the School Year _____
- () completed Grade _____ during the School Year _____
- () satisfactorily graduated from Elementary / Secondary Course for the School Year _____ as prescribed by the Department of Education*.

This certification is issued on _____ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name
(School Head/Principal)

****If graduated from secondary course in private school, indicate Special Order Number and date.***

CAV FORM 17 – CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that Name of Learner with Learner Reference Number _____ has satisfactorily completed / graduated from the Elementary / Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School: _____
2. School address: _____
3. Grade level completed: _____; School Year completed: _____
4. Graduated on: _____; School Year graduated: _____
5. Special Order Number*: _____; Date: _____

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

This certification is issued on _____ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name
(School Head/Principal)

****If graduated from secondary course in private school, indicate Special Order Number and date.***

ANNEX E

CAV FORM 5 – SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE

Republic of the Philippines
Department of Education
Region _____
Division _____
School Name _____

1st Indorsement
Date

Respectfully forwarded to the Regional Director, DepEd Regional Office _____,
(address) _____, the herein request of Name of Learner for
Certification, Authentication and Verification (CAV) of his / her Academic School
Records.

For ready reference and perusal, attached are the following
documents/records marked (✓) below properly enclosed in sealed envelope:

- () Certification of Completion/Graduation
- () Certification of English as Medium of Instruction
- () Form -137
- () Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name
(School Head/Principal)

Attached: as stated.

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