



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

June 28, 2022

DIVISION MEMORANDUM
No. 270, s. 2021

**ROLLOUT ON THE USE OF THE ONLINE REQUESTS FOR THE PRE-EVALUATION
ON CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV)**

To: Asst. Schools Division Superintendent
Division Chiefs
Administrative Officer V
Schools Records In-charge
This Division

1. In line with the preparation of the Certification, Authentication and Verification (CAV) and in compliance with the DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records, this Office thru the Records Section, will conduct a Virtual Rollout on the Use of the Online Request for the Pre-Evaluation this coming **July 4, 2022, @ 2:00 - 5:00 PM.**
2. Certification, Authentication and Verification (CAV) is an official and formal process and acts of checking, reviewing, and certifying to the genuineness and veracity of available records of a learner duly performed by DEPED and DFA pursuant to existing arrangements by the said Departments and shall be issued to the applicants only.
3. This innovation aims to address the need of the clients for a hassle-free, accurate, and paperless request for the CAV pre-evaluation. This also allows them to request for the pre-validation of the documents without visiting physically in the Office.
4. Participants in this orientation are the school's Records In-charge whose names are listed in Enclosure No. I.

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Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 855-0113 | Email: elsalvador.city@deped.gov.ph



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5. Further, the field is hereby directed to use the following online platform in requesting CAV <https://bit.ly/cavprevalidation>.
6. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For inquiries, please contact Eulita M. Castillo, Division Designated Records Officer thru this email address records.elsalvadorcity@deped.gov.ph or at mobile No. 09356948014.
8. For immediate dissemination

OLGA C. ALONSABE, PhD, CESO V
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

*Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:*

Online Request for Pre- Evaluation on CAV

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Enclosure to the Division Memorandum No. 270, S. 2021

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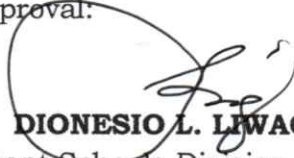
Prepared by:

Noted by:



EULITA M. CASTILLO
AO II/Designated Records Officer


JEFFREY M. MARTINEZ
Administrative Officer V

Recommending Approval:


DIONESIO L. LIWAGON JR.
Assistant Schools Division Superintendent
- RMIC Chairman

Approved by:


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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