



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

DIVISION MEMORANDUM

No. 395, s. 2022

**ROLL-OUT OF THE POLICY AND PROCEDURAL GUIDELINES ON THE  
CERTIFICATION, AUTHENTICATION, AND VERIFICATION OF BASIC EDUCATION  
SCHOOL RECORDS**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Administrative Officer V  
Public Elementary and Secondary School Heads  
Private School Registrar  
Public Schools Records Coordinators  
This Division

1. In line with the records preparation, Certification, Authentication, and Verification (CAV)-is the official and formal process and acts of checking, reviewing, and certifying 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. This is in compliance with DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records.
2. The Records Division of DepEd El Salvador City will hold an Orientation of Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records on September 22, 2022, at the Local Government Unit, Audio Visual Room, El Salvador City. —
3. Participants in this orientation include the heads of public elementary and secondary schools, the records coordinators of public schools, and the registrar of private schools.
4. 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.

RECORDS\_SECTION/EMC



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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5. For inquiries, please contact Eulita M. Castillo Division, Designated Records Officer thru this email address [records.elsalvadorcity@deped.gov.ph](mailto:records.elsalvadorcity@deped.gov.ph) or at mobile No. 09356948014.
6. For immediate dissemination

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

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

*Policy and Procedural Guidelines on CAV*

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