



Republic of the Philippines
Department of Education
Negros Island Region

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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October 7, 2016

DIVISION MEMORANDUM

No. 153 s. 2016

DEPED-NIR CAV EXPRESS SERVICE

To: Chiefs, CID and SGOD
Public School District Supervisors
Public and Private Elementary and Secondary School Heads

1. Please be informed that the processing of request for **Certification, Authentication and Verification (CAV) of School Records** can be availed in the following DepEd-NIR offices:
 - **DepEd NIR Regional Office**
Jose Pro Teves Street
Dumaguete City
 - **DepEd NIR Sub-Regional Office**
Division of Negros Occidental
Cottage Road, Bacolod City
2. The Division Office will endorse all CAV request to the Regional Office. It is expected that all documents are properly checked before submission to the Division Office (c/o Planning and Research Unit, SGOD) to avoid delays in the processing of documents(CAV).
3. Attached is the new list of requirements for C.A.V.
4. Widest dissemination of this memorandum is highly desired


ROGELIO P. AMADOR

Acting Asst. Schools Division Superintendent

Officer In Charge

Office of the Schools Division Superintendent

Reference: Regional Memorandum No. 250, s. 2016



DepEd Negros Island Region

NEW C.A.V. REQUIREMENTS FOR ELEMENTARY AND SECONDARY

➔ PUBLIC SCHOOLS SECONDARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – A (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- LIST of GRADUATES (Original, Signed by the Principal & with School Dry Seal)

➔ PUBLIC SCHOOLS ELEMENTARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – E (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- LIST of GRADUATES (Original, Signed by the Principal & with School Dry Seal)
- 2 pcs. Passport size I.D. picture

➔ PRIVATE SCHOOLS SECONDARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – A (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)
- 2 pcs. Passport size I.D. picture

➔ PRIVATE SCHOOLS ELEMENTARY (GRADUATED)

- DIPLOMA (Original)
- FORM 137 – E (Original or Certified true copy & with School Dry Seal)
- CERTIFICATION OF GRADUATION (Original, Signed by the Principal & with School Dry Seal)

➔ 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

➔ NOTE

1. ALL DOCUMENTS MUST HAVE TWO (2) PHOTOCOPIES (FOR UNDERGRADUATE – THREE (3) PHOTOCOPIES)
2. AUTHORIZATION LETTER IS REQUIRED FOR PERSON REQUESTING C.A.V. IN-BEHALF OF THE CONCERNED STUDENT
3. CERTIFICATION OF GRADUATION SHOULD BE WITHIN SIX (6) MONTHS PERIOD