



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY

Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net



DIVISION MEMORANDUM

No. 145, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
PRIVATE SCHOOLS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

Subject: Changes in the Issuance of Certification, Authentication, and Verification (CAV) of Basic Education School Records at the Regional Office

Date: July 12, 2019

1. This is to inform the field that the Department of Foreign Affairs (DFA) will no longer issue Authentication Certification as proof of authentication to be used abroad. Instead, DFA will affix Apostile as a replacement document.
2. Accordingly, the Regional Office will adopt the following changes in the processing and issuance of CAV:
 - 2.1. Claim stubs will no longer be issued to the clients
 - 2.2. Subject to compliance with required documents, approved Certificates will be scanned by the Records Section officer of the Regional Office (RO), and the soft copy, as an advanced copy, will be emailed to DFA.
 - 2.3. The hard copy, in a sealed envelope, will be released directly to the client or authorized representative.
 - 2.4. It is the responsibility and accountability of the client or authorized representative to hand carry the sealed envelope and have it authenticated in any of the following DFA Authentication Sections:
 - a. ASEANA Business Park, Bradco Ave., cor. Macapagal Blvd., Parañaque City
 - b. Alabang Town Center, Muntinlupa City
 - c. SM Mega Mall, Mandaluyong City
 - d. SM. Manila, City of Manila
 - e. Ali Mall, Quezon City
 - f. Robinsons, San Fernando City, Pampanga
3. Kindly refer to DepED Region 10 Memorandum No. 370, s. 2019.
4. The process at the Schools Division Office (SDO) and school levels will remain the same. This is to remind also the aforementioned offices of their respective responsibilities as provided for in DepED Order No. 48, s. 2017.
5. For information, guidance and compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

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