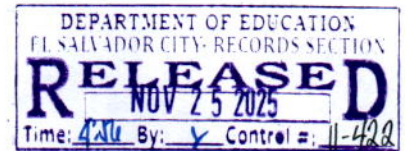




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



November 21, 2025

DIVISION MEMORANDUM  
OSDS-2025-422

**ORIENTATION ON THE PROCESSING OF CERTIFICATION, AUTHENTICATION  
AND VERIFICATION (CAV) OF ACADEMIC SCHOOL RECORDS**

To: Administrative Officer V  
Administrative Officer II, School Based  
Records Section Personnel  
This Division

1. To provide proper and appropriate guidance and direction to schools with a standard procedure in processing the Certification, Authentication and Verification (CAV) of Academic School Records, this Office through the Records Section will conduct an **Orientation on the Processing of Certification, Authentication and Verification (CAV)** on December 05, 2025, 1:00 PM to 5:00 PM at the Conference Room, 2<sup>nd</sup> Floor, Diamond Building, Department of Education – Division of El Salvador City, Zone 3, Tuburan, El Salvador City
2. Kindly see attached List of participants for the said activity.
3. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol 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.
4. This Office directs the immediate dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

ORIENTATION CAV

RE: Orientation on the Processing of Certification, Authentication and Verification (CAV) of Academic School Records

OSDS/ERI





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

Attachment to Division Memorandum No. 422, s.2025

**LIST OF PARTICIPANTS**

ORIENTATION ON THE PROCESSING OF CERTIFICATION, AUTHENTICATION  
AND VERIFICATION (CAV) AT SCHOOLS

December 5, 2025

NAME	POSITION	SCHOOL/SECTION
HONEY LUZ S. NACUA	AO-II	AMOROS ES
JENICE MAE L. MALACO	AO-II	COGON ES
ROSA MARIA M. REBUSTO	AO-II	COGON NHS
EDJIE P. DAGOPIOSO	AO-II	SAN FRANCISCO DE ASIS ES
MARJORIE T. RAS	AO-II	MOLUGAN CENTRAL SCHOOL
CLARK AIRON G. UNSON	AO-II	EL SALVADOR CITY NHS
NICK C. RATUNIL	AO-II	HIMAYA NHS
DIANNE L. SUGUILON	AO-II	BOLISONG ES
KEMBERLY D. OCO	AO-II	KALABAYLABAY IS
SAMANTHA M. RACHO	AO-II	KIBONBON ES
LEABETH P. SALVA	AO-II	MOLUGAN NHS
VALMORIA, RODRIGO JR NACAYA	AO-II	PEDRO SA BACULIO ES
ADRIAN KIRBY P. SAARINAS	AO-II	SAN FRANCISCO DE ASIS NHS
RUBY FLOR M. SINCO	AO-II	SINALOC NHS
DANEL JOHN R. HAMO	AO-II	HINIGDAAN NHS
EULITA M. CASTILLO	AO-II	TAYTAY ES
SAMANTHA ELLIS M. GEÑOSO	REGISTRAR I	MOLUGAN NHS
JEFFREY M. MARTINEZ	AO-V	DIVISION OFFICE
ELEONOR R. ISIDERIO	AO-IV	DIVISION OFFICE
VINCENT VAN NACUA	RECORDS STAFF	DIVISION OFFICE
JOY B. BUNA	RECORDS STAFF	DIVISION OFFICE