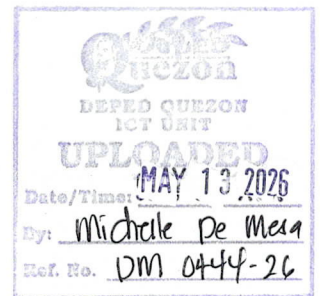




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 May 2026

DIVISION MEMORANDUM

No. 0444, s. 2026

CONDUCT OF THE WEBINAR ON “STRENGTHENING RECORDS SERVICES: POLICY REITERATION ON CAV, DIPLOMA RECONSTRUCTION, AND SCHOOL RECORDS CORRECTION”

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
Public Elementary and Secondary School Registrars/Designated School Records Custodians
Private Elementary and Secondary School Registrars/Designated School Records Custodians
All Others Concerned

1. In line with the implementation of **DepEd Order No. 48, s. 2017** and **Regional Memorandum No. 280, s. 2019** and to ensure compliance with the **DepEd Citizens’ Charter for 2026**, this Office announces the conduct of the webinar titled **“Strengthening Records Services: Policy Reiteration on CAV, Diploma Reconstruction, and School Records Correction.”**
2. **The activity aims to:**
 - a) reiterate the policies and procedural guidelines on Certification, Authentication, and Verification (CAV) of basic education records;
 - b) reiterate the policies and procedural guidelines on processing requests for correction of school entries and reconstruction of diploma and academic school records;
 - c) strengthen the capacity of School Registrars and Designated School Records Custodians (SRCs) in handling records-related transactions;
 - d) promote uniformity, accuracy, and efficiency in records management practices across schools; and
 - e) ensure compliance with the provisions and service standards prescribed under the DepEd Citizens’ Charter for 2026.

DEPEDQUEZON-TM-SDD-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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3. A total of **1,133 participants** is expected to attend the activity. The required participants are the Public and Private Elementary and Secondary **School Registrars or Designated School Records Custodians (SRCs)**. **Strictly one (1) participant** per school shall attend the webinar.

Participants	No. of Participants
1st Congressional District	235
2nd Congressional District	142
3rd Congressional District	273
4th Congressional District	308
Private Schools (Elementary & Secondary)	175
Total	1,133

4. Schedule of Activities:

Batch	Date	Time	Zoom Link and ID	Participants	Total
1	May 19, 2026	9:00am-12:00nn	https://tinyurl.com/Zoom-Link-Batch-1-May-19 Meeting ID: 874 0242 6277 Passcode: 123456	1st & 2nd CD	377
2	May 20, 2026	9:00am-12:00nn	https://tinyurl.com/Zoom-Link-Batch-2-May-20 Meeting ID: 848 2319 7793 Passcode: 123456	3rd CD and Private Schools	448
3	May 26, 2026	9:00am-12:00nn	https://tinyurl.com/Zoom-Link-Batch-3-May-26 Meeting ID: 863 3803 0259 Passcode: 123456	4th CD	308
Total					1,133

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5. All participants are requested to register on or before **May 15, 2026**, through:

Link	QR Code
https://tinyurl.com/Registration-Link-CAV2026	

6. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent




recsop05/13/2026

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