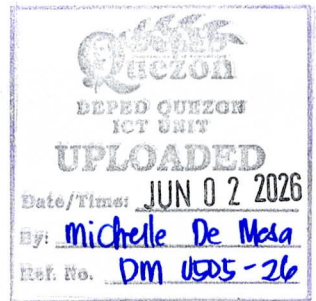




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 May 2026

DIVISION MEMORANDUM
No. 0505, s. 2026

STEP-BY-STEP PROCEDURES ON THE PROCESSING OF REQUESTS FOR CORRECTION OF SCHOOL RECORD ENTRIES, RECONSTRUCTION OF DIPLOMAS, AND CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION RECORDS

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

1. In line with the strict implementation of DepEd Order No. 48, s. 2017, titled *Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education Records*, and Regional Memorandum No. 280, s.2019, titled *Guidelines in the Correction of Entries in the School Records*, this Office hereby issues the attached detailed step-by-step procedures to be observed for various processing scenarios.
2. The attached step-by-step procedures are as follows:
 - **Enclosure 1** – *Step-by-step Procedure for the Processing of Requests for Correction of School Entries*
 - **Enclosure 2** – *Step-by-step Procedure for the Processing of Requests for Reconstruction of Diplomas*
 - **Enclosure 3** – *Step-by-step Procedure for the Processing of Requests for Certification, Authentication, and Verification (CAV)*
3. These detailed step-by-step procedures are issued to establish standardized and systematic procedures in processing requests, ensuring efficiency, accuracy, authenticity, and compliance with existing policies, rules, and regulations, while promoting professionalism and learner-centered service delivery.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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4. To **ensure uniformity of outputs** across the Division, templates, checklists, samples, and reference materials are made available in the **centralized repository** for School Registrars and School Records Custodians, accessible through:

Link	QR Code
https://tinyurl.com/REGISTRARS-LIBRARY	

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
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Enclosure No. 1 to DM No. 0505 s. 2026

**STEP-BY-STEP PROCEDURE FOR THE PROCESSING OF
 CORRECTION OF ENTRIES IN SCHOOL RECORDS**

I. Overview

Requests for correction of entries in school records for learners of public and private schools may be **processed at the school level in coordination with the SDO-Legal Unit**, subject to the availability and verification of the necessary academic records and supporting documents. The procedures outlined in these guidelines are **connected with and supplemental to the processing of requests for Certification, Authentication, and Verification (CAV)** to ensure the accuracy, authenticity, and consistency of learner records before processing CAV requests.

However, the **SDO shall process and facilitate requests involving learners whose last attended school has ceased operations** or is no longer in existence, requiring division-level custody, validation, and verification of records.

These guidelines are hereby issued to ensure the orderly, efficient, and standardized processing of requests for correction of entries in school records at the school and SDO levels, in accordance with **Regional Memorandum No. 280, s. 2019** and the **updated DepEd Citizens' Charter**.

II. Documentary Requirements

a. Checklist

Documentary Requirements	To be prepared by:
Application Form (RM No. 280, s.2019) <i>(1 Original Copy)</i> <i>(Form shall be provided by the School/ SDO)</i>	Client
Certificate of Live Birth issued by PSA <i>(1 Original Copy)</i>	Client
Form 137 or SF 9 or Diploma , whichever is applicable <i>(1 Certified True Copy)</i>	School/ SDO
Affidavit of two (2) Disinterested Persons <i>(1 Original-notarized Copy)</i>	Client

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Documentary Requirements	To be prepared by:
Data Privacy Notice and Consent (RM No. 280, s.2019) <i>(1 Original Copy)</i> <i>(Form shall be provided by the School/ SDO)</i>	Client
Other documents as may be required by the Attorney III or Legal Coordinator to prove the application	Client

- b. In cases where the request is filed through an Authorized Representative (Immediate Family),** the following requirements shall be submitted:
- **Authorization Letter**
 - One (1) original copy
 - Valid proof of relationship or affinity to the minor learner
 - **Parent** – One (1) photocopy of the birth certificate of the minor learner
 - **Brother or Sister of legal age** - One (1) photocopy of the Birth Certificate of the minor learner and the brother or sister
 - **Legal Guardian** – Original copy of Court Order
- c. In cases where the request is filed through an Authorized Representative (Non-Immediate family),** the following requirements shall be submitted:
- **Special Power of Attorney (SPA)**
 - One (1) original copy and one (1) photocopy
 - Executed by the applicant, specifically stating the name of the representative and the purpose for its issuance.
 - **Government-issued ID of Authorized Representative**
 - One (1) photocopy
 - **Government-issued ID of Authorizing Person**
 - One (1) photocopy
 - **Acceptable government-issued ID:**
 - Philippine Identification System (Philsys) ID/ePhilID
 - Philippine Passport
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - Unified Multi-Purpose ID (UMID)
 - Voter's ID
 - Senior Citizen ID
 - Philippine Postal ID
 - PhilHealth ID
- d. In case the alumna is already married**
- Submit Marriage Certificate, *one (1) original, and one (1) photocopy.*

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III. Process

School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	1. Provide the checklist for the correction of school entries and explain the requirements.	Records Personnel	1. Provide the checklist for the correction of school entries and explain the requirements.
Client	2. Submit the requirements.	Client	2. Submit the requirements.
Registrar / Designated SRC	3. Check the accuracy and completeness of the submitted documents. <i>Note:</i> <i>If found compliant, proceed to Step 4.</i> <i>If non-compliant, explain the identified discrepancies.</i>	Records Officer II	3. Check the accuracy and completeness of the submitted documents. <i>Note:</i> <i>If found compliant, forward the document to the Legal Unit.</i> <i>If non-compliant, explain the identified discrepancies.</i>
Registrar / Designated SRC	4. Prepare CAV Form 3 , attach the requirements, and forward the documents to the School Head.	SDO Attorney III	4. Evaluate submitted documents for completeness and legal sufficiency. <i>Note:</i> <i>If any requirement is missing, the request shall be automatically returned to the client for compliance.</i>
School Head	5. Verify the accuracy and authenticity of the documents and CAV Form 3, affix the signature , and return the documents to the Registrar/SRC.	SDO Attorney III	5. Draft resolution/order , then forward to the SDS.
Registrar / Designated SRC	6. Endorse the documents and the duly signed CAV Form 3 to the school DTS-in-charge .	SDS	6. Review and sign the resolution/order , then forward it to the Records Section. <i>Note: In the absence of the SDS, the OIC or authorized representative may sign on his/her behalf.</i>
School DTS-in-charge	7. Encode the transaction in the DTS and endorse the physical documents to the Liaison Officer.	Records Officer II	7. Return the attached legal documents to the Legal Unit for filing and prepare: <ul style="list-style-type: none"> • letter of endorsement for the issuance of a "Certification of Closed School", • two (2) copies of CAV Form 4, and • one (1) copy each of CAV Forms 13 and 14

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 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
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School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
			and forward the same to the Private Schools Section.
Liaison Officer	8. Deliver the physical documents to the SDO.	Private School Focal	8. Prepare Certification of Closed School, then forward the documents to the SDS.
SDO Records Personnel	9. Receive the documents and forward to the Legal Unit.	SDS	9. Review and sign the certification and CAV Forms, then forward to the Records Section.
SDO Attorney III	10. Evaluate submitted documents for completeness and legal sufficiency. <i>Note:</i> <i>If any requirement is missing, the request shall be automatically returned to the client for compliance.</i>	Records Officer II	10. Affix the dry seal the: <ul style="list-style-type: none"> • resolution/order, • CAV Forms, • Certification for Closed School, and arrange the documents in accordance with the checklist and place them in a long brown envelope.
SDO Attorney III	11. Draft resolution/order , then forward to the SDS.	Records Officer II	11. Release the processed documents to the client and provide guidance on accessing the Regional Office's online CAV portal or link.
SDS	12. Review and sign the resolution/order , then forward it to the Records Section. <i>Note:</i> <i>In the absence of the SDS, the OIC or an authorized representative may sign on the SDS's behalf.</i>	Client	12. Sign in the transaction log and provide feedback.
SDO Records Personnel	13. Return the attached legal documents to the Legal Unit for filing, then release the duly signed resolution/order to the concerned school.	End	
Registrar / Designated SRC	14. Execute the correction of school entries using the latest SF10/Diploma template and re-encode the learner's information and grades. Note for Form137/SF10: <i>All portions with no available data shall be marked "N/A".</i> <i>The document shall bear the remarks "Corrected Copy" and "Certified True Copy" at the lower right portion of the back page.</i>		

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 Contact No.s: (042) 784-0366 | (042) 784-0164 |
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School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
	<p>A control number shall be assigned containing the following:</p> <ul style="list-style-type: none"> • School ID • CE – Correction of Entries • 000 – Request sequence number School ID 		
Registrar / Designated SRC	15. Print 3 copies of the corrected Form 137/SF 10 or diploma and affix an initial .		
Registrar / Designated SRC	<p>16. Photocopy:</p> <ul style="list-style-type: none"> • one (1) copy of Form 137/SF10 or diploma reflecting entry discrepancies • three (3) copies of Special Order (for private schools only) <p>and stamp “Certified True Copy” together with the name of the School Head.</p>		
Registrar / Designated SRC	<p>17. Prepare:</p> <ul style="list-style-type: none"> • two (2) copies of CAV Form 4 • one (1) copy each of CAV Forms 5 and 6 <p>and affix initial.</p>		
Registrar / Designated SRC	18. Forward the ASR and CAV Forms to the School Head.		
School Head	19. Verify the accuracy and authenticity of the ASR and CAV Forms and affix the signature , then return to the Registrar/SRC.		
Registrar / Designated SRC	20. Affix the dry seal on the certified documents and CAV Forms, arrange the documents in accordance with the checklist, and place them in a long brown envelope.		
Registrar / Designated SRC	21. Safely keep the corrected SF10 together with the signed resolution/order and original ASR reflecting entry discrepancies for future reference.		
Registrar / Designated SRC	22. Release the processed documents to the client and provide guidance on accessing the Regional Office’s online CAV portal or link.		

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 Contact No.s: (042) 784-0366 | (042) 784-0164 |
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School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Client	23. Sign in the transaction log and provide feedback . <i>Note: The Official Transaction Log available in the centralized repository shall be used.</i> End		

IV. References

- Regional Memorandum No. 280, s. 2019 - Guidelines in the Correction of Entries in School Records
- DepEd Citizens' Charter 2026 Edition

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Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@depd.gov.ph
Website: <https://quezon.deped.gov.ph>



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Enclosure No. 2 to DM No. 0505 s. 2026

**STEP-BY-STEP PROCEDURE FOR THE PROCESSING
 OF RECONSTRUCTED DIPLOMAS**

I. Overview

Requests for **reconstruction of diplomas for learners and graduates** of public and private schools **shall be processed at the school level**, subject to the availability and verification of the necessary academic records and supporting documents. **No school shall refuse to process or facilitate such requests**, provided that the client submits the prescribed documentary requirements in accordance with existing DepEd policies and procedures.

These guidelines are hereby issued to ensure the orderly, efficient, and standardized processing of requests for reconstructed diplomas, in accordance with **DepEd Order No. 48, s. 2017** and the **updated DepEd Citizens' Charter**.

II. Documentary Requirements

a. Checklist

Documentary Requirements	To be prepared by:
<i>Mandatory:</i>	
<input type="checkbox"/> Request letter indicating the reason for the loss and the purpose of reconstruction <i>(Original Copy)</i>	Client
<input type="checkbox"/> Notarized Affidavit of Loss <i>(Original)</i>	Client
<i>Any of the Following:</i>	
<input type="checkbox"/> Notarized sworn statement of any two (2) of the applicant's classmates, teachers, or principals, supported by either graduation photos or souvenir program	Client
<input type="checkbox"/> Original or duly certified copy of Form 137	Client/School
<input type="checkbox"/> Original or duly certified copy of Form 138	Client/School
<input type="checkbox"/> Copy of diploma	Client
<input type="checkbox"/> Special Order <i>(for Private School only)</i>	School/SDO
<input type="checkbox"/> Original Transcript of Records (TOR)	Tertiary School

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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- b) In cases where the request is filed through an Authorized Representative (Immediate Family), the following requirements shall be submitted:**
- **Authorization Letter**
 - One (1) original copy
 - Valid proof of relationship or affinity to the minor learner
 - **Parent** – One (1) photocopy of the birth certificate of the minor learner
 - **Brother or Sister of legal age** - One (1) photocopy of the Birth Certificate of the minor learner and the brother or sister
 - **Legal Guardian** – Original copy of Court Order
- c) In cases where the request is filed through an Authorized Representative (Non-Immediate family), the following requirements shall be submitted:**
- **Special Power of Attorney (SPA)**
 - One (1) original copy and one (1) photocopy
 - Executed by the applicant specifically stating the name of the representative and the purpose for its issuance.
 - **Government-issued ID of Authorized Representative**
 - One (1) photocopy
 - **Government-issued ID of Authorizing Person**
 - One (1) photocopy
 - **Acceptable government-issued ID:**
 - Philippine Identification System (Philsys) ID/ePhilID
 - Philippine Passport
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - Unified Multi-Purpose ID (UMID)
 - Voter's ID
 - Senior Citizen ID
 - Philippine Postal ID
 - PhilHealth ID
- d) In case the alumna is already married**
- Submit Marriage Certificate, one (1) original, and one (1) photocopy.

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III. Process

School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	1. Provide the checklist of requirements for the reconstruction of the diploma and explain the requirements.	Records Officer II	1. Provide the checklist of requirements for the reconstruction of the diploma and explain the requirements.
Client	2. Submit the requirements.	Client	2. Submit the requirements.
Registrar / Designated SRC	3. Check the accuracy and completeness of the submitted documents and gather the necessary information for diploma reconstruction, such as: <ul style="list-style-type: none"> a. name of school principal at the time of graduation, b. name of the SDS at the time of graduation, and c. date of graduation <p><i>Note:</i> <i>The Registrar/SRC may verify the SDS's name through the Division's Citizen's Charter provided in the centralized repository.</i></p> <p><i>If found compliant and details are complete, proceed to Step 4.</i></p> <p><i>If non-compliant, explain the identified discrepancies.</i></p>	Records Officer II	3. Check the accuracy and completeness of the submitted documents, then prepare a letter of endorsement for the issuance of a "Certification of Closed School" and forward the same to the SGOD-Private Schools Section.
Registrar / Designated School Records Custodian (SRC)	4. Reconstruct the diploma using the latest DepEd template with remarks: <p>Upper left, below the logo:</p> <ul style="list-style-type: none"> a. Second Copy for reconstructed diploma OR b. Corrected Copy for correction of entries <p>Upper right, below the logo:</p> <ul style="list-style-type: none"> c. "Certified True Copy" <p>Sample: Annex A</p>	Private School Focal	4. Prepare Certification of Closed School , then forward the documents to the SDS.
Registrar / Designated SRC	5. Affix initial and dry seal , then forward to the School Head	SDS	5. Review and sign the certification, then forward to the Records Section.

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 Contact No.s: (042) 784-0366 | (042) 784-0164 |
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School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
School Head	6. Verify the accuracy and authenticity of the documents and reconstructed diploma, affix the signature , and return the documents to the Registrar/SRC. <i>Note:</i> <i>In the absence of the School Head, the OIC or an authorized representative may sign on the SH's behalf.</i>	Records Officer II	6. Release to the client.
Registrar / Designated SRC	7. Release to the client.	Client	7. Sign in the transaction log and provide feedback .
Client	8. Sign in the transaction log and provide feedback . <i>Note:</i> <i>The Official Transaction Log available in the centralized repository shall be used.</i>	End	
End			

IV. References

- a) **DepEd Order No. 48, s. 2017** - Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education Records
- b) DepEd Citizen's Charter 2026 Edition

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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Enclosure No. 3 to DM No. 6505 s. 2026

**STEP-BY-STEP PROCEDURE FOR THE PROCESSING OF REQUESTS FOR
CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV)
AT THE SCHOOL AND SCHOOLS DIVISION OFFICE LEVELS**

I. Overview

The **processing of requests for Certification, Authentication, and Verification (CAV)** for learners and graduates of public and private schools **shall primarily be undertaken at the school level.**

However, the **SDO shall process and facilitate CAV requests in cases where the school the client last attended has ceased operations or no longer exists.** Likewise, the SDO shall facilitate requests involving completers of the Alternative Learning System (**ALS**) and passers of the Philippine Educational Placement Test (**PEPT**).

These guidelines are hereby issued to ensure the orderly, efficient, and standardized processing of CAV requests at the school and Schools Division Office levels, in accordance with **DepEd Order No. 48, s. 2017** and the **updated DepEd Citizens' Charter.**

II. Policy Statement of DepEd Order No. 048, s.2017

It is the declared policy of the Department of Education that learners, regardless of their level of educational accomplishments, whether in formal or informal systems, **have the right to information on and access** to their basic education school records **without inconveniencing them.** Further, it is also guaranteed that the Department shall afford **full protection to any learner's right to security and confidentiality** of his / her records. Finally, these **learners' school records must be protected** and safeguarded in accordance with standards on records management and custodianship in order to ensure the integrity, accessibility, and timely release thereof.

III. What is CAV?

This refers to an **official and formal process** and acts of **checking, reviewing, and certifying to the genuineness and veracity** of available academic school records of a learner, duly performed by the **Department of Education (DepEd)** and the **Department of Foreign Affairs (DFA)** pursuant to existing arrangements by the said Departments.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
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E-mail Address: quezon@deped.gov.ph
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IV. Applicable Purposes for CAV

- a. Employment Abroad
- b. Seaman's Book / Seafarer's Registration Certificate
- c. Migration Abroad
- d. Student Visa
- e. Tourist Visa
- f. Fiancé Visa
- g. Descendant's Visa
- h. Reimbursement of educational allowance / tuition fees of children of Overseas Filipino Workers (OFW)
- i. Such other purposes as maybe required in writing by the DFA

V. Academic School Records Subject for CAV

- a. Elementary and Secondary Diploma
- b. Form 137 or School Form 10 (SF10) - official permanent academic record of a student
- c. Form 138 or School Form 9 (SF9)- a student report card
- d. Report of Rating in the Accreditation and Equivalency (A&E) Test of the ALS of Philippine Education Placement Test (PEPT)

VI. Certifying Officers

Refers to personnel authorized to certify Academic School Records of learners, as provided under DepEd Order No. 48, s. 2017. These officials are duly appointed or designated by competent authorities, namely:

- a. School Heads
- b. Registrar / School Records Custodian (SRC)
- c. Division Records Officer
- d. Administrative Officer V – Administrative Section
- e. Assistant Schools Division Superintendent
- f. Schools Division Superintendent

To **ensure uninterrupted delivery of services**, alternate personnel shall be designated to sign the required Academic School Records in the absence of the authorized signatories, as follows:

Primary	Alternate
School Head	<ol style="list-style-type: none"> a. Officer-in-Charge b. Registrar / School Records Custodian (SRC)
Schools Division Superintendent	<ol style="list-style-type: none"> a. Assistant Schools Division Superintendent b. Officer-in-Charge

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	c. Administrative Officer V – Administrative Section d. Division Records Officer
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The **alternate personnel are authorized to sign CAV-related documents**, including CAV forms, Form 137/SF10, diplomas, and Special Orders, on behalf of the primary signatory.

VII. General Instructions

- a. An Applicant, or in his / her absence, his / her duly authorized representative, shall fill out a **CAV Request Form** (CAV Form 1)
- b. The issuance of CAV shall be for a specific purpose only as defined in Section III (e) of DO No. 48 PPG.
- c. **Special Order (SO) Number must be indicated** in the Diploma and Certificate of Graduation issued by **private secondary schools**. In any case where **SO No. is not available**, the School Head should not act favorably on the RF of the Applicant.
- d. In cases of **lost, damaged, or destroyed diplomas**, the applicant shall be advised to follow the prescribed procedure for diploma reconstruction.
- e. **Reconstructed diplomas shall be issued strictly for CAV purposes only**. For requests not intended for CAV, **CAV Form 4** (Certification of Enrolment/Completion/Graduation) **shall be issued** in lieu of the lost diploma.
- f. The **translation in English Language of a valid diploma** stated in the pure Filipino Version shall be the **function of the School** concerned, subject to the approval thereof by the Division Office. The translation shall be presented in **narrative format**.
- g. **No service fees** shall be charged from any applicant for Certification, Authentication, and Verification (CAV).
- h. The issuance of CAV shall be the **function and responsibility** of the **Records Section in DepEd Regional Offices**.

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VIII. Documentary Requirements:

a) For Undergraduates (Kinder to Grade 11)

Documentary Requirements	To be prepared by:
CAV Form 6- List of Approved CAV Request (<i>School Level</i>) CAV Form 14- List of Approved CAV Request (<i>SDO Level</i>) (1 Original Copy)	School SDO
CAV Form 5- School Transmittal to RO (<i>School Level</i>) CAV Form 13- SDO Transmittal to RO (<i>SDO Level</i>) (1 Original Copy)	School SDO
CAV Form 4: Certification of Enrollment/Completion/ Graduation (2 Original Copies)	School/SDO
Form 137/SF10 (2 Certified True Copies)	School
PSA Birth Certificate (Original) or Passport (photocopy)	Client
Passport-size latest picture (2 Clear Copies in white background)	Client
CAV Form 1- Request Form (Form shall be provided by the School/SDO)	Client
Identification Card (1 photocopy)	Client
Long Brown Envelope	Client

b) For Public School Graduates

Documentary Requirements	To be prepared by:
CAV Form 6- List of Approved CAV Request (<i>School Level</i>) CAV Form 14- List of Approved CAV Request (<i>SDO Level</i>) (1 Original Copy)	School SDO
CAV Form 5- School Transmittal to RO (<i>School Level</i>) CAV Form 13- SDO Transmittal to RO (<i>SDO Level</i>) (1 Original Copy)	School SDO
CAV Form 4: Certification of Enrollment/Completion/ Graduation (Original and 2 Certified True Copies)	School/SDO
Form 137/SF10 (2 Certified True Copies)	School
Diploma (Original and 2 Certified True Copies)	Client

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Documentary Requirements	To be prepared by:
List of Graduates (Optional)	School
PSA Birth Certificate (Original) or Passport (photocopy)	Client
Passport-size latest picture (2 Clear Copies in white background)	Client
CAV Form 1- Request Form (Form shall be provided by the School/ SDO)	Client
Identification Card (1 photocopy)	Client
Long Brown Envelope	Client

e) For Private School Graduates

Documentary Requirements	To be prepared by:
CAV Form 6- List of Approved CAV Request (School Level) CAV Form 14- List of Approved CAV Request (SDO Level) (1 Original Copy)	School SDO
CAV Form 5- School Transmittal to RO (School Level) CAV Form 13- SDO Transmittal to RO (SDO Level) (1 Original Copy)	School SDO
CAV Form 4: Certification of Enrollment/Completion/ Graduation (Original and 2 Certified True Copies)	School/SDO
Form 137/SF10 (2 Certified True Copies)	School
Diploma (Original and 2 Certified True Copies)	Client
Special Order (3 Certified True Copies) Note: Mandatory Requirement	School
PSA Birth Certificate (Original) or Passport (photocopy)	Client
Passport-size latest picture (2 Clear Copies in white background)	Client
CAV Form 1- Request Form (Form shall be provided by the School/ SDO)	Client
Identification Card (1 photocopy)	Client
Long Brown Envelope	Client

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f) For ALS Completers/Graduates

Documentary Requirements	To be prepared by:
CAV Form 14- List of Approved CAV Request (<i>SDO Level</i>) (1 Original Copy)	SDO-Records Section
CAV Form 13- SDO Transmittal to RO (<i>SDO Level</i>) (1 Original Copy)	SDO-Records Section
CAV Form 12- Certification of Rating (A&E / PEPT) (2 Original Copies)	SDO-Records Section
ALS Learners' Permanent Record (AF-5) (Original and 2 Certified True Copies)	ALS teacher/mobile teacher
ALS Certificate of Rating (COR) (Original and 2 Certified True Copies)	ALS teacher/mobile teacher
Diploma (Original and 2 Certified True Copies)	ALS teacher/mobile teacher
PSA Birth Certificate (Original) or Passport (photocopy)	Client
Passport-size latest picture (2 Clear Copies in white background)	Client
CAV Form 10- Request Form for ALS A&E and PEPT (Form shall be provided by the SDO)	Client
Identification Card (1 photocopy)	Client
Long Brown Envelope	Client

g) For Philippine Educational and Placement Test (PEPT) Passers

Documentary Requirements	To be prepared by:
CAV Form 14- List of Approved CAV Request (<i>SDO Level</i>) (1 Original Copy)	SDO-Records Section
CAV Form 13- SDO Transmittal to RO (<i>SDO Level</i>) (1 Original Copy)	SDO-Records Section
CAV Form 12- Certification of Rating (A&E / PEPT) (Original and 2 Certified True Copies)	SDO-Records Section
PEPT Certificate of Rating (COR) (Original and 2 Certified True Copies)	SDO-SGOD-SMME

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PSA Birth Certificate (Original) or Passport (photocopy)	Client
Passport-size latest picture (2 Clear Copies in white background)	Client
CAV Form 10- Request Form for ALS A&E and PEPT (Form shall be provided by the SDO)	Client
Identification Card (1 photocopy)	Client
Long Brown Envelope	Client

h) In cases where the request is filed through an Authorized Representative (Immediate Family), the following requirements shall be submitted:

- **Authorization Letter**
 - One (1) original copy
- Valid proof of relationship or affinity to the minor learner
 - **Parent** – One (1) photocopy of the birth certificate of the minor learner
 - **Brother or Sister of legal age** - One (1) photocopy of the Birth Certificate of the minor learner and the brother or sister
 - **Legal Guardian** – Original copy of Court Order

i) In cases where the request is filed through an Authorized Representative (Non-Immediate family), the following requirements shall be submitted:

- **Special Power of Attorney (SPA)**
 - One (1) original copy and one (1) photocopy
 - Executed by the applicant specifically stating the name of the representative and the purpose for its issuance.
- **Government-issued ID of Authorized Representative**
 - One (1) photocopy
- **Government-issued ID of Authorizing Person**
 - One (1) photocopy
- **Acceptable government-issued ID:**
 - Philippine Identification System (Philsys) ID/ePhilID
 - Philippine Passport
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - Unified Multi-Purpose ID (UMID)
 - Voter's ID
 - Senior Citizen ID
 - Philippine Postal ID
 - PhilHealth ID

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j) In case the alumna is already married

- Submit Marriage Certificate, one (1) original, and one (1) photocopy.

IX. DepEd Region IV-A CAV Portal / Link

Portal / Link	QR Code
https://tinyurl.com/RO-CAV-Portal	

X. Processing of Requests for Learners from Formal Basic Education (Public and Private Schools)

a) Scenario 1: Complete Academic School Records (ASR) with No Discrepancy

This scenario applies when the **ASR is complete and available at the school and SDO level**, and all entries are accurate and consistent with the submitted supporting documents, with no need for correction or further validation.

School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	1. Receive and check the authenticity of the submitted documents (<i>Diploma/PSA/Picture</i>) and issue CAV Form 1 to the client.	Records Personnel	1. Receive and check the authenticity of the submitted documents (<i>Diploma/PSA/Picture</i>) and issue CAV Form 1 to the client.
Client	2. Duly accomplish and sign the CAV Form 1.	Client	2. Duly accomplish and sign the CAV Form 1.
Registrar / Designated SRC	3. Receive the duly accomplished and signed CAV Form 1 and retrieve the Academic School Records (ASR) as applicable, such as: Public Schools: <i>Form 137 or SF10</i> Private Schools: <i>Form 137 or SF10 and Special Order (SO)</i>	Records Personnel	3. Receive the duly accomplished and signed CAV Form 1 and retrieve the Academic School Records (ASR): Private Schools: <i>Form 137 or SF10 and Special Order (SO)</i>

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School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	4. Photocopy: <ul style="list-style-type: none"> • two (2) copies of Form 137/SF10 • two (2) copies of diploma • three (3) copies of Special order <i>(for Private School)</i> and stamp “Certified True Copy” together with the name of the School Head.	Records Personnel	4. Photocopy: <ul style="list-style-type: none"> • two (2) copies of Form 137/SF10 • two (2) copies of diploma • three (3) copies of Special order <i>(for Private School)</i> and stamp “Certified True Copy” together with the name of the Records Officer II.
Registrar / Designated SRC	5. Prepare: <ul style="list-style-type: none"> • two (2) copies of CAV Form 4, and • one (1) copy each of CAV Forms 5 and 6. 	Records Officer II	5. Prepare: <ul style="list-style-type: none"> • two (2) copies of CAV Form 4, and • one (1) copy each of CAV Forms 13 and 14.
Registrar / Designated SRC	6. Forward the ASR and CAV Forms to the School Head .	Records Personnel II	6. Forward the ASR and CAV Form 4 to the SDS .
School Head	7. Verify the accuracy and authenticity of the ASR and CAV Forms and affix the signature .	SDS	7. Verify the accuracy and authenticity of the ASR and CAV Form 4 and affix the signature .
Registrar / Designated SRC	8. Affix the dry seal on the ASR and CAV Forms, arrange the documents in accordance with the checklist, and place them in a long brown envelope.	Records Officer II	8. Affix the dry seal on the ASR CAV Forms, arrange the documents in accordance with the checklist, and place them in a long brown envelope.
Registrar / Designated SRC	9. Release the processed documents to the client and provide guidance on accessing the Regional Office’s online CAV portal or link.	Records Officer II	9. Release the processed documents to the client and provide guidance on accessing the Regional Office’s online CAV portal or link.
Registrar / Designated SRC	10. Release to the client.	Records Officer II	10. Release to the client.
Client	11. Sign in the transaction log and provide feedback . <i>Note: The Official Transaction Log available in the centralized repository shall be used.</i>	Client	11. Sign in the transaction log and provide feedback .
	End		End

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b) Scenario 2: Complete ASR with Discrepancy/ies

This scenario applies when the ASR is **complete and available** at the school level **but contains discrepancies** in school entries that require verification, correction, and proper updating of school records.

School Level		SDO Level (For Closed Schools)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated School Records Custodian (SRC)	1. Receive and check the authenticity of the submitted documents <i>(Diploma/ PSA/ Picture)</i> and issue CAV Form 1 to the client.	Records Personnel	1. Receive and check the authenticity of the submitted documents <i>(Diploma/ PSA/ Picture)</i> and issue CAV Form 1 to the client.
Client	2. Duly accomplish and sign the CAV Form 1 .	Client	2. Duly accomplish and sign the CAV Form 1 .
Registrar / Designated SRC	3. Receive the duly accomplished and signed CAV Form 1, provide the checklist for correction of school entries, and explain the requirements. <i>Refer to enclosure No. 1 process.</i>	Records Officer II	3. Receive the duly accomplished and signed CAV Form 1, provide the checklist for correction of school entries, and explain the requirements. <i>Refer to enclosure No. 1 process.</i>
<i>End</i>		<i>End</i>	

c. Scenario 3: No Available ASR at the School Level, but with Complete SF5 Available at the Schools Division Office (SDO)

This scenario applies when the **ASR is not available at the school level**; however, **complete SF5 records are available at the SDO** and shall be used as the basis for reconstruction and validation of the learner's Form 137/ SF10.

School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	1. Receive and check the authenticity of the submitted documents <i>(Diploma/ PSA/ Picture)</i> and issue CAV Form 1 to the client.	Records Personnel	1. Receive and check the authenticity of the submitted documents <i>(Diploma/ PSA/ Picture)</i> and issue CAV Form 1 to the client.
Client	2. Duly accomplish and sign the CAV Form 1 .	Records Officer II	2. Duly accomplish and sign the CAV Form 1 .
Registrar / Designated SRC	3. Prepare one (1) copy of CAV Form 2 and forward it to the School Head.	Records Officer II	3. Verify the learner's details indicated in CAV Form 1.

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School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
School Head	4. Review the CAV Form 2 and affix the signature.	Records Officer II	4. Retrieve the appropriate ASR (Form 137/SF10 and Special Order).
Registrar / Designated SRC	5. Scan the documents and email the transaction to sdo.quezon.records@deped.gov.ph	Records Officer II	5. Compare the retrieved ASR with the submitted supporting documents (Diploma/PSA). <i>Note:</i> <i>If no discrepancy is found, proceed to step 10.</i> <i>If discrepancies are identified, assist the client in the process for the correction of school entries.</i>
SDO Records Personnel	6. Acknowledge the receipt of the email.	Records Officer II	6. Prepare the validated ASR, stamp it " Certified True Copy, " and affix signature.
SDO Records Officer II	7. Verify the learner's details indicated in CAV Forms 1 and 2.	Records Officer II	7. Prepare: <ul style="list-style-type: none"> • letter of endorsement for the issuance of a "Certification of Closed School," • two (2) copies of CAV Form 4 • one (1) copy each of CAV Forms 13 and 14 and forward the same to the Private Section.
SDO Records Officer II	8. Retrieve the appropriate SF5.	Private School Focal	8. Prepare Certification of Closed School, then forward the documents to the SDS.
SDO Records Officer II	9. Compare the retrieved SF5 with the submitted supporting documents (Diploma/PSA). <i>Note:</i> <i>If no discrepancy is found, proceed to step 10.</i> <i>If discrepancies are identified, assist the client in the process for the correction of school entries.</i>	SDS	9. Review and sign the certification and CAV Forms, then forward to the Records Section.
SDO Records Officer II	10. Prepare the validated SF5, stamp it " Certified True Copy, " and affix the dry seal.	Records Officer II	10. Affix the dry seal on the SF5, Certification, and CAV Forms, arrange the

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School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
			documents, and place them in a long brown envelope.
SDO Records Officer II	11. Prepare CAV Form 8 , attach the certified true copy of the SF5, and forward the same to the SDS for signature.	Client	11. Release the processed documents to the client and advise sending an email to the Regional Office at record.calabarzon@deped.gov.ph for initial document verification and schedule an appointment.
SDS	12. Review and affix signature on CAV Form 8 , then return the documents to the Records Section.	Records Officer II	12. Sign in the transaction log and provide feedback .
SDO Records Officer II	13. Receive the duly signed CAV Form 8 and email back to the concerned school.	End	
Registrar / Designated SRC	14. Acknowledge the receipt of the email.		
Registrar / Designated SRC	15. Reconstruct the Form 137/SF10 in four (4) copies using the prescribed latest template, then forward to the School Head. <i>Note:</i> <ul style="list-style-type: none"> • 1 copy for the school, 3 copies for the learner • Only the general average shall be reflected in the reconstructed Form 137. • All portions with no available data shall be marked "N/A" or indicated with a diagonal slash (/). • Shall bear the remark "Second Copy and Certified True Copy" at the lower right portion of the back page. <p style="color: blue; text-align: center;">Sample: Annex B</p>		
Registrar / Designated SRC	16. Photocopy: <ul style="list-style-type: none"> • two (2) copies of the diploma (if available) and stamp "Certified True Copy." 		

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School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	17. Prepare: <ul style="list-style-type: none"> • two (2) copies of CAV Form 4, • one (1) copy each of CAV Forms 5 and 6, then forward the documents to the School Head for signature.		
School Head	18. Review and affix signature on reconstructed Form 137, copy of diploma (<i>if available</i>), and CAV Forms, then return the documents to the Registrar/Designated SRC.		
Registrar / Designated SRC	19. Safely keep one (1) copy of the reconstructed Form 137/SF10 together with the certified true copy of the SF5 for future reference.		
Registrar / Designated SRC	20. Affix the dry seal on the three (3) reconstructed Form 137/SF10, a copy of the diploma (<i>if available</i>), and CAV Forms, arrange the documents in accordance with the checklist, and place them in a long brown envelope.		
Registrar / Designated SRC	21. Release the processed documents to the client and provide guidance on accessing the Regional Office's online CAV portal or link.		
	22. Sign in the transaction log and provide feedback. <i>Note: The Official Transaction Log available in the centralized repository shall be used.</i>		
End			

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d. Scenario 4: No available ASR at the School and SDO

This scenario applies when all **ASRs are unavailable at both the school and SDO**, including the diploma, Form 137/SF10, Form 138, SF5, list of graduates, and Special Order (*for private schools only*).

School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated School Records Custodian (SRC)	1. Issue CAV Form 1 to the client.	Records Officer II	1. Issue CAV Form 1 to the client.
Client	2. Duly accomplish and sign the CAV Form 1.	Client	2. Duly accomplish and sign the CAV Form 1.
Registrar / Designated SRC	3. Inform the client that no ASR is available and advise the client to submit any of the following requirements: <ul style="list-style-type: none"> • One (1) original notarized Sworn Statement executed by any two (2) of the client's classmates, principals, or teachers, supported by available proof such as school graduation photos, souvenir program, or graduation program; • Certified true copy of Form 137 or Form 138 from the secondary level as applicable (<i>for elementary graduates</i>); • Copy of Transcript of Records (TOR) from the tertiary level (<i>for high school/SHS graduates, if applicable</i>); or • Copy of Diploma from the learner's current or previous institution/employer, if available. 	Records Officer II	3. Inform the client that no ASR is available and advise the client to contact the Regional Office and request a copy of the Special Order of Graduation or submit any of the following requirements: <ul style="list-style-type: none"> • One (1) original notarized Sworn Statement executed by any two (2) of the client's classmates, principals, or teachers, supported by available proof such as school graduation photos, souvenir program, or graduation program; • Certified true copy of Form 137 or Form 138 from the secondary level, as applicable; • Copy of Transcript of Records (TOR) from the tertiary level (<i>for high school/SHS graduates, if applicable</i>); or • Copy of Diploma from the learner's current or previous institution/employer, if available.

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School Level		SDO Level (For Closed School)	
Person Responsible	Action	Person Responsible	Action
Registrar / Designated SRC	4. Upon submission of the requirements, prepare: <ul style="list-style-type: none"> • one (1) copy of CAV Form 7 indicating the reason for the non-availability of ASR • one (1) copy each of CAV Form 5 and 6 and forward to the School Head.	Records Officer II	4. Upon submission of the requirements, prepare: <ul style="list-style-type: none"> • letter of endorsement for the issuance of a "Certification for Closed School." • one (1) copy of CAV Form 7 indicating the reason for the non-availability of ASR • one (1) copy each of CAV Form 13 and 14 and forward to the Private Schools Section.
School Head	5. Review the submitted documents and CAV Forms and affix the signature .	Private School Focal, SGOD	5. Prepare Certification of Closed School, then forward the documents to the SDS.
Registrar / Designated SRC	6. Affix the dry seal on the CAV Forms, arrange the documents in accordance with the checklist, and place them in a long brown envelope.	SDS	6. Review the submitted documents and CAV Forms, affix the signature , and forward to the Records Section.
Registrar / Designated SRC	7. Release the processed documents to the client and advise sending an email to the Regional Office at record.calabarzon@deped.gov.ph for initial document verification and schedule an appointment.	Records Officer II	7. Affix the dry seal on the certification and CAV Forms , arrange the documents in accordance with the checklist, and place them in a long brown envelope.
Client	8. Sign in the transaction log and provide feedback . <i>Note: The Official Transaction Log available in the centralized repository shall be used.</i>	Records Officer II	8. Release the processed documents to the client and advise sending an email to the Regional Office at record.calabarzon@deped.gov.ph for initial document verification and schedule an appointment.
End		Client	9. Sign in the transaction log and provide feedback . End

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e. Scenario 5: School that Ceased Operations with Properly Turned-Over ASR

This scenario applies when the **school last attended by the client has already ceased operations or no longer exists**, and all **ASR have been properly turned over** to the SDO. In such cases, the processing of the request shall be undertaken by the SDO.

SDO Level	
Person Responsible	Person Responsible
Records Officer II	1. Receive and check the authenticity of the submitted documents (<i>Diploma/PSA/Picture</i>) and issue CAV Form 1 to the client.
Client	2. Duly accomplish and sign the CAV Form 1 .
Records Officer II	3. Verify the learner's details indicated in CAV Form 1.
Records Officer II	4. Retrieve the appropriate ASR (<i>Form 137/SF10 and Special Order</i>).
Records Officer II	5. Compare the retrieved ASR with the submitted supporting documents (<i>Diploma/PSA</i>). <i>Note:</i> <i>If no discrepancy is found, proceed to step 6.</i> <i>If discrepancies are identified, assist the client in the process for the correction of school entries.</i>
Records Officer II	6. Prepare the validated ASR: <ul style="list-style-type: none">• two (2) copies of Form 137/SF10;• two (2) copies of the Diploma; and• three (3) copies of the Special Order stamp it "<i>Certified True Copy</i>".
Records Officer II	7. Prepare: <ul style="list-style-type: none">• two (2) copies of CAV Form 4• one (1) copy each of CAV Forms 13 and 14 and forward to SDS.
SDS	8. Review and sign the CAV Form 4 , then forward it to the Records Section.
Records Officer II	9. Affix the dry seal on the certified copies and CAV Forms , arrange the documents in accordance with the checklist, and place them in a long brown envelope.
Records Officer II	10. Release the processed documents to the client and provide guidance on accessing the Regional Office's online CAV portal or link .
Client	11. Sign in the transaction log and provide feedback .
End	

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XI. Processing of CAV Requests for Alternative Learning System (ALS) Completers and Philippine Educational Placement Test (PEPT) Passers

a) Scenario 1: Complete and Available A&E / PEPT Results in the SDO

This scenario applies when the Accreditation and Equivalency (A&E) Test or Philippine Educational Placement Test (PEPT) results and other supporting records are **complete and available at the SDO**, allowing the processing of the CAV request.

SDO Level	
Person Responsible	Action
Records Officer II	1. Receive and check the completeness of the submitted documents against the checklist and issue CAV Form 10 to the client.
Client	2. Duly accomplish and sign the CAV Form 10.
Records Officer II	3. Receive the duly accomplished and signed CAV Form 10 and forward to the CID-ALS section for verification of authenticity.
CID ALS Focal Person	4. Verify the authenticity of the ASR and affix the signature on the "Certified True Copy" stamp, then return to the Records Section.
Records Officer II	5. Prepare: <ul style="list-style-type: none">• two (2) copies of CAV Form 12• one (1) copy each of CAV Forms 13,14, and 17 affix initials and forward the documents to the SDS.
SDS	6. Review and sign the CAV Forms , then return to the Records Section.
Records Officer II	7. Affix the dry seal on the certified copies and CAV Forms , arrange the documents in accordance with the checklist, and place them in a long brown envelope.
Records Officer II	8. Release the processed documents to the client and provide guidance on accessing the Regional Office's online CAV portal or link .
Client	9. Sign in the transaction log and provide feedback .
End	

b) Scenario 2: Unavailable A&E / PEPT Results in the SDO

This scenario applies when the A&E Test or PEPT results are not available at the SDO, requiring verification and coordination with the Bureau of Education Assessment (BEA), DepEd Central Office, before further processing of the CAV request.

SDO Level	
Person Responsible	Action
Records Officer II	1. Issue CAV Form 10 to the client.
Client	2. Duly accomplish and sign the CAV Form 10.
Records Officer II	3. Receive the duly accomplished and signed CAV Form 10 and forward it to the CID-ALS section for verification of authenticity.
CID ALS Focal Person	4. Inform the client of the non-availability of the examination results and advise that verification shall be coordinated with the BEA .

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

SDO Level	
Person Responsible	Action
CID ALS Focal Person	5. Coordinate with and verify the examination results through the BEA. Note: <i>If the result is available, follow Steps 5 to 9 under Scenario V.a. If no result is found, proceed to Step 6 below.</i>
Records Officer II	6. Issue CAV Form 11 , a certification for non-availability of rating.
End	

XII. References:

- a) **DepEd Order No. 48, s. 2017** - Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education Records
- b) DepEd Citizen's Charter 2026 Edition

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Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON IV-A CALABARZON
REGION IV-A CALABARZON

SANGAY NG QUEZON
DIVISION OF QUEZON

PUROK NG CANDELARIA
DISTRICT OF CANDELARIA

XXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

NAME

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed for
ng Kagawaran ng Edukasyon, kaya pinagkaloban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa **Brgy. Xxx, Candelaria Quezon**, Pilipinas nitong ika - 15 ng Abril, 19xx.
Signed in Brgy. Xxx, Candelaria Quezon Philippines on the 15th day of April, 19xx.

Not Valid
Without Seal

(SGD.) JUAN DELA CRUZ
Punongguro
Principal

(SGD.) JUAN DELA CRUZ
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

Remarks: **Second/Corrected Copy**

JUAN DELA CRUZ
Incumbent School Head

Petsa/ Date: *Month xx, 202x*
Control No.: *School ID-RD-000*

Remarks: **Certified True Copy**

JUAN DELA CRUZ
Incumbent School Head



Learner Permanent Record for Elementary School (SF10-ES)
(Formerly Form 137)

ANNEX B

LEARNER'S PERSONAL INFORMATION

LAST NAME: DELA CRUZ FIRST NAME: JUAN NAME EXTN. (Jr., II): N/A MIDDLE NAME: SANTOS
Learner Reference Number (LRN): N/A Birthdate (mm/dd/yyyy): APRIL 25, 19XX Sex: MALE

ELIGIBILITY FOR ELEMENTARY SCHOOL ENROLMENT

Credentialed Presented for Grade 1: Kinder Progress Report ECCD Checklist Kindergarten Certificate of Completion
Name of School: ABC ELEMENTARY SCHOOL School ID: 654321 Address of School: SITIO ABC, BRGY. ABC, PAGBILAO, QUEZON

Other Credential Presented: PEPT Passer Rating: N/A Date of Examination/Assessment (mm/dd/yyyy): N/A Others (Pis. Specify): N/A
Name and Address of Testing Center: N/A Remark: N/A

SCHOLASTIC RECORD

School: XYZ ELEMENTARY SCHOOL School ID: 123456
District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
Classified as Grade: 1 Section: N/A School Year: 19XX-19XX
Name of Adviser/Teacher: N/A Signature: N/A

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Paggapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>85.25</u>

Remedial Classes	Conducted from: _____ to _____			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

School: XYZ ELEMENTARY SCHOOL School ID: 123456
District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
Classified as Grade: 2 Section: N/A School Year: 19XX-19XX
Name of Adviser/Teacher: N/A Signature: N/A

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Paggapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>86.87</u>

Remedial Classes	Conducted from: _____ to _____			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

School: XYZ ELEMENTARY SCHOOL School ID: 123456
District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
Classified as Grade: 3 Section: N/A School Year: 19XX-19XX
Name of Adviser/Teacher: N/A Signature: N/A

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Paggapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>88.23</u>

Remedial Classes	Conducted from: _____ to _____			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

School: XYZ ELEMENTARY SCHOOL School ID: 123456
District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
Classified as Grade: 4 Section: N/A School Year: 19XX-19XX
Name of Adviser/Teacher: N/A Signature: N/A

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Paggapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>89.36</u>

Remedial Classes	Conducted from: _____ to _____			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

SCHOLASTIC RECORD

School: XYZ ELEMENTARY SCHOOL School ID: 123456
 District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
 Classified as Grade: 5 Section: N/A School Year: 19XX-19XX
 Name of Adviser/Teacher: N/A Signature: N/A

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>90.5</u>

School: XYZ ELEMENTARY SCHOOL School ID: 123456
 District: PAGBILAO Division: QUEZON PROVINCE Region: IV-A
 Classified as Grade: 6 Section: N/A School Year: 19XX-19XX
 Name of Adviser/Teacher: N/A Signature: N/A

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						<u>93.35</u>

Remedial Classes	Date Conducted:	to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Remedial Classes	Date Conducted:	to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

School: _____ School ID: _____
 District: _____ Division: _____ Region: _____
 Classified as Grade: _____ Section: _____ School Year: _____
 Name of Adviser/Teacher: _____ Signature: _____

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted:	to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

School: _____ School ID: _____
 District: _____ Division: _____ Region: _____
 Classified as Grade: _____ Section: _____ School Year: _____
 Name of Adviser/Teacher: _____ Signature: _____

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted:	to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

For Transfer Out /Elementary School Completer Only

CERTIFICATION

I CERTIFY that this is a true record of _____ with LRN _____ and that he/she is eligible for admission to Grade _____.
 School Name: _____ School ID _____ Division _____ Last School Year Attended: _____

 Date _____ Signature of Principal/School Head over Printed Name _____ (Affix School Seal here)

CERTIFICATION

I CERTIFY that this is a true record of _____ with LRN _____ and that he/she is eligible for admission to Grade _____.
 School Name: _____ School ID _____ Division _____ Last School Year Attended: _____

 Date _____ Signature of Principal/School Head over Printed Name _____

Remarks: SECOND COPY
JUAN DELA CRUZ
 Incumbent School Head
 Petsa/Date: Month xx, 202x
 Control No.: School ID-CE-000

Remarks: CERTIFIED TRUE COPY
JUAN DELA CRUZ
 Incumbent School Head
 Petsa/Date: Month xx, 202x
 Control No.: School ID-SC-000

I CERTIFY that this is a true record of _____ with LRN _____ and that he/she is _____.
 School Name: _____ School ID _____ Division _____ Last School Year Attended: _____

 Date _____ Signature of Principal/School Head over Printed Name _____

May add Certification Box if needed



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SCHOOLS DIVISION OF QUEZON PROVINCE

Annex C

CAV Form No.	Form Title
1	School Request Form
2	School Referral Form to Division Office
3	Indorsement for Correction of Entries in the ASR
4	Certification of Enrolment / Completion / Graduation
5	School Transmittal to the Regional Office
6	List of Approved CAV Request
7	Certification of Non-Availability of ASR in the SDO
8	Return Indorsement of SDO to the School
9	Certification of Discrepancy/ies
10	Request Form (RF) for ALS and PEPT Ratings
11	Certification of Non-Availability of Rating (A&E/PEPT)
12	Certification of rating (A&E/PEPT)
13	Division Office Transmittal to the Regional Office
14	List of Approved CAV Request
15	CAV Application Form
16	CAV Form
17	Certification of English as a Medium of Instruction

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