



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



February 19, 2024

**DIVISION MEMORANDUM**

No. 64, s. 2024

**DISSEMINATION IN THE COMPLIANCE FOR THE ISSUANCE OF CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. This office disseminates the issuance of Regional Memorandum No. 59s, 2024 dated January 29, 2024, re: Compliance for the Issuance of Certification, Authentication, and Verification (CAV) for the improvement procedure in the issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary academic scholastic records.
2. See attached Regional Memorandum No. 59s, 2024.
3. Immediate and wide dissemination of this Memorandum is desired.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

To be indicated in the **Perpetual Index**  
Under the following subjects:  
CAV

OSDS/EAB

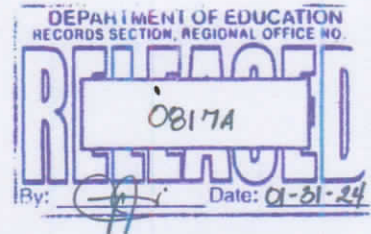


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RECORDS FILE

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



January 29, 2024

REGIONAL MEMORANDUM

No. 089, s. 2024

COMPLIANCE FOR THE ISSUANCE OF CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV)

To: Schools Division Superintendents  
Heads of Public and Private Elementary and Secondary Schools  
All Others Concerned

1. To further improve the procedure in the issuance of the Certification, Authentication, and Verification (CAV) of elementary and secondary academic scholastic records (ASRs), all shall adopt the following:

- a. Form 137
  - i. The Form 137 of the students must be properly and completely filled up in every Grading/ Rating period to comply with national and international standards.
  - ii. No erasures or alterations in the Form are allowed.
- b. The photocopies of Diploma, Form 137, Certificates of Enrolment/Completion/Graduation (CAV Form 4), and English as Medium of Instruction (CAV Form 17) must be certified true copy from the original by the School Head and or Records Custodian/Registrar. When applying for CAV, the applicants shall present the original copies, together with two photocopies of each document, to the Regional Office (RO).
- c. In completing the CAV Forms 4 and 17, indicate the specific course attended/completed/graduated by the learner.

d. Special Order

Like all documents endorsed to this Office, the Special Order of a private school graduate shall be properly checked at the divisional level where the file copy originates. The file shall be readily available when there is a need for further verification by this Office.

2. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director *A* *man*

Reference: DO 48, S. 2017  
To be indicated in the Perpetual Index  
under the following subjects:

CAV REQUESTS

ASD/belle