



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

No. 076, s. 2020

TO : All School CAV In-charge
CAV Focal Person
Others Concerned
This Division

FROM : JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

SUBJECT : ~~CORRIGENDUM TO DIVISION MEMORANDUM NO. 050,~~ 2020
RE: SEMINAR ON STANDARDS, PROCEDURES AND
GUIDELINES ON THE PROCESSING OF CAV

DATE : February 14, 2020

1. Relative to Division Memorandum No. 050, s. 2020 entitled Seminar on Standards, Procedures and Guidelines on the Processing of CAV, please find herewith corrected dates on the Training Design.
2. The new schedule of the seminar by group is reflected in Enclosure No. 1.
3. For proper guidance and wide dissemination.

JSDP/ich



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
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TRAINING DESIGN

TITLE : SEMINAR ON STANDARDS, PROCEDURES, AND GUIDELINES ON THE PROCESSING OF CAV

TIME FRAME AND VENUE:

Venue: The Demiren Hotel
Tiano Street, Cagayan de Oro City

Date: March 18, 19, & 20, 2020

RATIONALE:

Schools records define and perpetuate the educational status of a person and, most importantly, influence his/her future undertakings, regardless of professional. The availability and accessibility thereof must, therefore, be assured. Foremost is that its reliability and authenticity should be guaranteed at all times.

The Department of Education provides a unified and comprehensive set of standards, procedures, and guidelines in the processing of Certification, Authentication and Verification (CAV) of school records.

OBJECTIVES:

It seeks to achieve the following objectives:

- a) To give proper guidance and policy direction to all school heads and personnel concerned in the processing of requests for CAV;
- b) To simplify the requests, processes and procedures in handling CAV transactions;
- c) To identify the roles, responsibility of all personnel involved in the processing of CAV requests; and
- d) To ensure a standard and uniform processing of CAV request by the personnel concerned

PARTICIPANTS

All Officially Designated School CAV In-Charge	413
Facilitators and speaker (4x 3 clusters)	15
TOTAL	428

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Enclosure No. 1 to Division Memo No. 050 s. 2018

Seminar Schedule
VENUE: Demiren Hotel

Name of District/ School	Number of Participants
GROUP I – March 18, 2020	
1. Opol	18
2. Alubijid	21
3. Laguindingan	13
4. Gitagum	9
5. Libertad	13
6. Initao	18
7. Naawan	15
8. Manticao	17
9. Lugait	8
10. MOGCHS	1
11. Balingasag North	7
GROUP II March 19, 2020	
140	
1. Claveria I	18
2. Claveria II	27
3. Balingasag South	24
4. Villanueva	15
5. Jasaan	20
6. Sugbongcogon	21
7. Tagoloan	16
Group III- March 20, 2020	
141	
1. Kinoguitan	24
2. Lagonglong	13
3. Magsaysay I	14
4. Magsaysay II	16
5. Medina	25
6. Talisayan	23
7. Salay	18
Total	133
Grand Total	413



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