

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

October 2, 2017

DIVISION MEMORANDUM

No. 525, s. 2017

**REGIONWIDE IMPLEMENTATION OF THE POLICIES AND PROCEDURAL
GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION
(CAV) OF BASIC EDUCATION SCHOOL RECORDS**

To: Public & Private Elementary & Secondary Schools Heads

All others concerned

1. Pursuant to the issued Regional Memorandum No. 433, s. 2017 dated September 25, 2017, this Office is reminding all School Heads of its immediate and strict compliance.
2. Since there is a need to establish a reliable data base for this purpose, you are reminded to submit the **Enrollment List per School, List of School Graduates** and **School Form 5**. For graduates from private secondary schools, **the List of Graduates with Special Order**. All documents stated may be submitted in either soft or hard copies starting School Year 2017-2018 and thereafter. Further plans will be made on how this can be effected for previous years' files.
3. The required documents shall be submitted on or before Friday, October 6, 2017 in two copies, placed in separate folders. **Attention:** Ingrid C. Hebron, Records Officer.
4. For Immediate compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent