



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

Office of the Schools Division Superintendent

January 29, 2020

**DIVISION MEMORANDUM**

No. 050 s. 2019

**SEMINAR ON STANDARDS, PROCEDURES, AND GUIDELINES IN THE  
PROCESSING OF CAV**

To: All School CAV In-charge

Ingrid C. Hebron - Division Office  
Eva S. Dela Peña - Division Office  
Mary Khoni M. Yamis - Division Office  
Renato P. Gorero - Division Office

1. Per Regional Memorandum No. 58, dated January 18, 2018: Embracing Checklist to Support DO 48, s. 2017 A Roll Out Activity to CI Project, you are hereby directed to attend the **Seminar on Standards, Procedures, and Guidelines in the Processing of CAV** (Please refer enclosure No. 1 for schedule).
2. The activity aims to provide proper and appropriate guidance and direction to all concerned with standard and uniform policy, procedures and guidelines in the processing of Certification, Authentication, and Verification (CAV) of Basic Education School Records
3. Food of participants from public schools shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
4. Travel expenses of the participants shall be charged against the school MOOE.
5. Seminar schedule, committees, seminar matrix and list of participants are enclosed in this memorandum.
6. All participants should bring the following: Sample Form 137, sample diploma (second issuance), CAV Form 4, CAV Form 5 and CAV Form 17 and notebook.
7. Only the names of those who are officially designated by the PSDS or school principal will be included in the list of participants.
8. Immediate and wide dissemination of this Memorandum is hereby enjoined.

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

JSDP/ich



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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

Enclosure No. 1 to Division Memo No. \_\_050\_\_, s. 2018

**Seminar Schedule**  
VENUE: TBA

| Name of District/ School            | Number of Participants |
|-------------------------------------|------------------------|
| <b>GROUP I – February 18, 2020</b>  |                        |
| 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                      |
| <b>GROUP II – February 20, 2020</b> | <b>133</b>             |
| 1. Claveria I                       | 14                     |
| 2. Claveria II                      | 27                     |
| 3. Balingasag North                 | 7                      |
| 4. Balingasag South                 | 24                     |
| 5. Villanueva                       | 15                     |
| 6. Jasaan                           | 20                     |
| 7. Sugbongcogon                     | 21                     |
| 8. Tagoloan                         | 16                     |
| <b>Group III- February 21, 2020</b> | <b>144</b>             |
| 1. Kinoguitan                       | 24                     |
| 2. Lagonglong                       | 13                     |
| 3. Magsaysay I                      | 14                     |
| 4. Magsaysay II                     | 16                     |
| 5. Medina                           | 25                     |
| 6. Talisayan                        | 23                     |
| 7. Salay                            | 18                     |
| <b>GRAND TOTAL</b>                  | <b>133</b>             |



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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

**Seminar on the Guidelines on the Processing of CAV on  
February 18, 20, 21, 2020**

**PROGRAMME**

**Day 1 – Group I**

**February 18, 2020**

| <b>Time</b>   | <b>Topic</b>   | <b>Person/s Responsible</b>                    |
|---------------|--|--|
| 7:30-8:30am   | Registration   | Eva A. Salientes                               |
| 8:30-9:00am   | Opening Program  | Mary Khoni M. Yamis                            |
|               | <b>Seminar Proper</b>  |  |
| 9:00-11:00am  | DepEd Order 48, s.2017:<br>Policy and Procedural Guidelines on<br>the Certification, Authentication, and<br>Verification of Basic School Records | Ingrid C. Hebron<br>OIC AOV/Records Officer II |
| 11:00-11:30AM | Open Forum   | Mary Khoni M. Yamis                            |
| 12:NN -1:30   | LUNCH BREAK  |  |
| 1:30- 4:00PM  | DepEd Order 48, s.2017:<br>Policy and Procedural Guidelines on<br>the Certification, Authentication, and<br>Verification of Basic School Records | Ingrid C. Hebron<br>OIC-AOV/Records Officer II |
| 4:00-4:30 pm  | Open Forum   | Mary Khoni M. Yamis                            |
| 4:45-5:00     | Distribution of Certificates   |  |



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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

Enclosure No. 2 to Division Memo No. 050 s. 2020

**List of Participants to the Seminar on Standards, Procedures and Guidelines in the Processing of CAV**

**All Officially Designated CAV In-Charge in both Elementary and Secondary schools including Senior High Schools in the following districts:**

Alubijid District  
Balingasag North District  
Balingasag South District  
Claveria District I  
Claveria District II  
Gitagum District  
Initao District  
Jasaan District  
Kinoguitan District  
Lagonglong District  
Laguindingan District  
Libertad District  
Lugait District  
Magsaysay District I  
Magsaysay District II  
Manticao District  
Medina District  
Naawan District  
Opol District  
Salay District  
Sugbongcogon District  
Tagoloan District  
Talisayan District  
Villanueva District



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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

Enclosure No. 3 to Division Memo No. 050 s. 2020

Seminar on Standards, Procedures and Guidelines in the Processing of CAV  
on February 18, 20, 21, 2020

**Technical Working Group**

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

ROWENA H. PARA-ON  
Asst. Schools Division Superintendent

**Planning Committee**

Chairman: Ingrid C. Hebron  
Vice Chairman : Angelita S. Rananan

**Member**

Eleonor P. Cruz  
Arnel N. Caracho

**A. Training Design, Matrix, and Memorandum (Preparation and posting)**

Chair : Ingrid C. Hebron  
Member : Mary Khoni M. Yamis

**B. Program Preparation, Registration and Attendance**

Chair : Eva A. Salientes  
Member : Renato P. Gorero

**C. Preparation of Certificates**

Chair : Mary Khoni M. Yamis

**D. Finance**

Chair : Angelita S. Rananan  
Member : Mark Lorren T. Tejano



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)