




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**Division of Misamis Oriental**



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**DIVISION MEMORANDUM**

To : PSDS  
All Principals (Elementary and Secondary Levels)

From :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Subject : **ADDRESSING COMMON ISSUES ON CAV PROCESSING**

Date : December 10, 2018

1. As discussed during the Year-End Conference of All Administrative Officers in the Regional and Divisional Offices on December 4, 2018, it had been observed by the Regional Records Section and In Charge of CAV processing that a number of CAV documents were returned to the processing schools due to the following common reasons:
  - a. Erroneous and inconsistent data were reflected in the required documents particularly in Form 137;
  - b. Some schools did not follow to use the prescribed template for the second issuance diploma; and
  - c. Many schools did not have a copy yet of DepEd Order No. 48, s. 2018 (Policy and Procedural Guidelines on Certification, Authentication and Verification of Basic Education School Records).
2. In order to address these issues, you are reminded to check the consistency of the data being reflected in the required documents before you affix your signature. In addition, also check the completeness of the documents upon submission to the Regional Office.
3. You are also instructed to obtain a copy of DepEd Order No. 48, s. 2017.
4. For information and compliance.

ICH/2018