

For Private elementary School

Republic of the Philippines  
Republika ng Pilipinas  
DEPARTMENT OF EDUCATION  
Kagawaran ng Edukasyon  
Region X  
Rehiyon X

\_\_\_\_\_  
(Name of School/Paaralan)

\_\_\_\_\_  
(Address/Direksyon)

This certifies that  
Pinatunayan nito na si

\_\_\_\_\_  
(Name of Student/Mag-aaral)

has satisfactorily completed the Academic Requirement of the **Elementary Course** prescribed by  
*ay maluwalhatang nakatapos ng kurso sa Elementarya na itinakda*

the Department of Education \_\_\_\_\_ and is therefore awarded this  
(Date of Graduation)

*ng kagawaran ng Edukasyon noong \_\_\_\_\_ kaya pinakalooban siya nitong*  
(Araw ng Pagtatapos)

**DIPLOMA**  
KATUNAYAN  
(Second Issuance)

Signed in \_\_\_\_\_, Philippines this \_\_\_\_\_ day of \_\_\_\_\_,  
(Place) (Day) (Month) (Year)

Nilagdaan sa \_\_\_\_\_, Pilipinas nitong \_\_\_\_\_,  
(Lugar) (Araw) (Buwan) (Taon)

**Punong-Guro**  
(Principal)

Republic of the Philippines  
Republika ng Pilipinas  
DEPARTMENT OF EDUCATION  
Kagawaran ng Edukasyon  
Region X  
Rehiyon X



\_\_\_\_\_  
(Name of School/Paaralan)

\_\_\_\_\_  
(Address/Direksyon)

This certifies that  
*Pinatunayan nito na si*

\_\_\_\_\_  
(Name of Student/Mag-aaral)

has satisfactorily completed the Academic Requirement of the Secondary Course prescribed by  
*ay maluwalhating nakatapos ng kurso sa Sekundarya na itinakda*

the Department of Education \_\_\_\_\_ and is therefore awarded this  
(Date of Graduation)

*ng kagawaran ng Edukasyon noong \_\_\_\_\_ kaya pinakalooban siya nitong*  
(Araw ng Pagtatapos)

**DIPLOMA**  
**KATUNAYAN**  
(Second Issuance)

Signed in \_\_\_\_\_, Philippines this \_\_\_\_\_ day of \_\_\_\_\_,  
(Place) (Day) (Month) (Year)

*Nilagdaan sa \_\_\_\_\_, Pilipinas nitong \_\_\_\_\_,*  
(Lugar) (Araw) (Buwan) (Taon)

\_\_\_\_\_  
Punong-Guro  
(Principal)

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Republic of the Philippines  
Republika ng Pilipinas  
DEPARTMENT OF EDUCATION  
Kagawaran ng Edukasyon  
Region X  
Rehiyon X

Annex "D"

\_\_\_\_\_  
(Name of School/Paaralan)

\_\_\_\_\_  
(Address/Direksyon)

This certifies that  
*Pinatunayan nito na si*

\_\_\_\_\_  
(Name of Student/Mag-aaral)

has satisfactorily completed the Academic Requirement of the Elementary Course prescribed by  
*ay maluwalhating nakatapos ng kurso sa Sekundarya na itinakda*

The Department of Education \_\_\_\_\_ and is therefore awarded this

(Date of Graduation)

*Ng kagawaran ng Edukasyon noong \_\_\_\_\_ kaya pinakalooban siya nitong*  
(Araw ng Pagtatapos)

**DIPLOMA**  
**KATUNAYAN**  
(Second Issuance)

Signed in \_\_\_\_\_, Philippines this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Place) (Day) (Month) (Year)

*Nilagdaan sa \_\_\_\_\_, Pilipinas nitong \_\_\_\_\_, \_\_\_\_\_.*  
(Lugar) (Araw) (Buwan) (Taon)

\_\_\_\_\_  
**Tagapamahala**  
( Schools Division Superintendent)

\_\_\_\_\_  
**Punong-Guro**  
(Principal)

Republic of the Philippines  
*Republika ng Pilipinas*  
DEPARTMENT OF EDUCATION  
*Kagawaran ng Edukasyon*  
Region X  
*Rehiyon X*

Annex "D"

\_\_\_\_\_  
(Name of School/*Paaralan*)

\_\_\_\_\_  
(Address/*Direksyon*)

This certifies that  
*Pinatunayan nito na si*

\_\_\_\_\_  
(Name of Student/*Mag-aaral*)

has satisfactorily completed the Academic Requirement of the Secondary Course prescribed by  
*ay maluwalhating nakatapos ng kurso sa Sekundarya na itinakda*

The Department of Education \_\_\_\_\_ and is therefore awarded this

(Date of Graduation)

*Ng kagawaran ng Edukasyon noong \_\_\_\_\_ kaya pinakalooban siya nitong*  
(*Araw ng Pagtatapos*)

**DIPLOMA**  
**KATUNAYAN**  
(*Second Issuance*)

Signed in \_\_\_\_\_, Philippines this \_\_\_\_\_ day of \_\_\_\_\_,  
(*Place*) (Day) (Month) (Year)

*Nilagdaan sa \_\_\_\_\_, Pilipinas nitong \_\_\_\_\_,*  
(*Lugar*) (Araw) (Buwan) (Taon)

\_\_\_\_\_  
**Tagapamahala**  
(**Schools Division Superintendent**)

\_\_\_\_\_  
**Punong-Guro**  
(**Principal**)

CAV FORM 1 – REQUEST FORM – SCHOOL (RF)

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_

Control No.: \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Date of Release: \_\_\_\_\_

School Name : \_\_\_\_\_  
School ID: \_\_\_\_\_

REQUEST FORM FOR ACADEMIC SCHOOL RECORDS

NAME OF LEARNER : \_\_\_\_\_

DATE & PLACE OF BIRTH : \_\_\_\_\_

SCHOOL YEAR LAST ATTENDED / GRADUATED : \_\_\_\_\_


PRESENT ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

CONTACT NO. : \_\_\_\_\_

PURPOSE: (Please check any of the following):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> EMPLOYMENT ABROAD                               | <input type="checkbox"/> FIANCE VISA  | <input type="checkbox"/> STUDENT VISA      |
| <input type="checkbox"/> SEAMAN'S BOOK/SRC                               | <input type="checkbox"/> TOURIST VISA   | <input type="checkbox"/> DESCENDANT'S VISA |
| <input type="checkbox"/> MIGRATION ABROAD                                | <input type="checkbox"/> REIMBURSEMENT OF EDUCATIONAL ALLOWANCE/ TUITION FEES OF CHILDREN OF OFWs |  |
| <input type="checkbox"/> SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA |   |  |

Signature Over Printed Name  
(Applicant / Representative)

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CAV FORM 2 - SCHOOL REFERRAL TO DIVISION OFFICE

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1st Indorsement**

Date

Respectfully forwarded to the Schools Division Superintendent, Division of \_\_\_\_\_, requesting for assistance in securing a certified true copy of *School Form 18 (now School Form 5)* for reconstruction of Form 137 in relation to the herein attached request of Name of Learner, who claims to be a graduate of / student in Name of School during the School Year \_\_\_\_\_. The said record, despite diligent search, is not available in this Office.

For the preferential appropriate action of the Schools Division Superintendent.

Signature Over Printed Name  
(School Head/Principal)

Attached: as stated.

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**CAV FORM 3 - INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC SCHOOL RECORDS**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1st Indorsement**

Date

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_,  
(address) \_\_\_\_\_, (Attention: Attorney IV, Legal Unit) requesting for  
assistance in the Correction of Entries in the Academic School Records of Name of  
Learner, a graduate of / student in Name of School during the School Year \_\_\_\_\_.

For ready reference and perusal, attached are the following documents / records:

1. Certificate of Live Birth (issued by Philippine Statistics Authority);
2. Affidavit of Discrepancy;
3. Affidavit of two (2) Disinterested Persons;
4. Form-137; and
5. Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(School Head/Principal)

**Attached: as stated.**

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CAV FORM 4 – CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CERTIFICATION OF ENROLMENT / COMPLETION / GRADUATION

TO WHOM IT MAY CONCERN:

This is to certify that, based on available records in this school, the following information pertaining to Name of Learner with Learner Reference Number \_\_\_\_\_ appear:

- ( ) enrolled in Grade \_\_\_\_ during the School Year \_\_\_\_
- ( ) completed Grade \_\_\_\_ during the School Year \_\_\_\_
- ( ) satisfactorily graduated from Elementary / Secondary Course for the School Year \_\_\_\_ as prescribed by the Department of Education\*.

This certification is issued on \_\_\_\_\_ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name  
(School Head/Principal)

**\*If graduated from secondary course in private school, indicate Special Order Number and date.**

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**CAV FORM 5 – SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

**1<sup>st</sup> Indorsement**  
Date

Respectfully forwarded to the Regional Director, DepEd Regional Office \_\_\_\_\_,  
(address) \_\_\_\_\_, the herein request of Name of Learner for  
Certification, Authentication and Verification (CAV) of his / her Academic School  
Records.

For ready reference and perusal, attached are the following  
documents/records marked (√) below properly enclosed in sealed envelope:

- ( ) Certification of Completion/Graduation
- ( ) Certification of English as Medium of Instruction
- ( ) Form -137
- ( ) Diploma

For the preferential appropriate action of the Regional Director.

Signature Over Printed Name  
(School Head/Principal)

**Attached: as stated.**

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**CAV FORM 6 - LIST OF APPROVED CAV REQUEST**

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CONTROL NO.	NAME	DATE OF APPLICATION	DATE OF TRANSMITTAL

xxxx nothing follows xxxx

Prepared by:

Signature Over Printed Name  
(School Records Custodian/Registrar)

Submitted by:

Signature Over Printed Name  
(School Head/Principal)

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CAV FORM 17 – CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION

Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
School Name \_\_\_\_\_

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that Name of Learner with Learner Reference Number \_\_\_\_\_ has satisfactorily completed / graduated from the Elementary / Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School: \_\_\_\_\_
2. School address: \_\_\_\_\_
3. Grade level completed: \_\_\_\_\_ : School Year completed: \_\_\_\_\_
4. Graduated on: \_\_\_\_\_ : School Year graduated: \_\_\_\_\_
5. Special Order Number\*: \_\_\_\_\_ : Date: \_\_\_\_\_

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

This certification is issued on \_\_\_\_\_ upon the request of Name of Learner in connection with his / her application for Certification, Authentication and Verification.

Signature Over Printed Name  
(School Head/Principal)

*\*If graduated from secondary course in private school, indicate Special Order Number and date.*



## CAV Reminders

1. CAV Form 6 - to be filled up by **the school** (serves as advanced information to the Regional Office to be sent thru FAX, email or text) to the following:
  - **Email Address** – [records.regionx@deped.gov.ph](mailto:records.regionx@deped.gov.ph)
  - **Landline** - (088)880-7071 local 206
  - **Cellphone No.** - 0917-309-2042
2. If representative will request for CAV issuance- **Bring Special Power of Attorney (SPA)**
3. For the second issuance diploma- Always attach **Affidavit of Loss**
4. The documents shall be **hand carried in sealed envelope** to the Regional Office either by the applicant and/or the authorized representative.
5. The **name and designation** of the Authorized Certifying Officer must be indicated below his/her signature

## Other Important Reminders:

1. Submission of Reports to the Division Office
  - School Form 5 (SF5) SY 2018-2019 – **Deadline : August 15, 2018**
  - Enrolment List SY 2018-2019 - **Deadline August 15, 2018**
  - List of Graduates, SY 2017-2018 - **Deadline May 15, 2018**
2. Reports must be submitted both in soft and hard copies.
3. For soft copy submit to: [ingrid.hebron@deped.gov.ph](mailto:ingrid.hebron@deped.gov.ph)
4. Reports must be consolidated by district including secondary
5. For Private Schools – submit by school

# Checklist- Formal

Form 137	Diploma	CAV Form 4	CAV Form 5	CAV Form 17
<ul style="list-style-type: none"> <li>1. Original and 2 photocopies duly certified by School Head and/or Records Custodian/Registrar</li> <li>2. Clear copy of the form indicating the following:</li> <li>3. Complete name of learner</li> <li>4. Name of school including its former name if any</li> </ul>	<ul style="list-style-type: none"> <li>1. Original and 2 copies duly certified by SCHOOL HEAD and /or RECORDS CUSTODIAN/REGISTRAR</li> <li>-Clear copy of the same indicating the ff:               <ul style="list-style-type: none"> <li>a. Name of Learner</li> <li>b. Name of school</li> <li>c. Date of Graduation</li> <li>d. Special Order Number if graduated from private school</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Provide 2 copies-original and clear copy duplicate with the ff. information:               <ul style="list-style-type: none"> <li>a. Name of Learner</li> <li>b. Name of school including its former name if any</li> <li>c. LRN if any</li> <li>d. School Year enrolled/completed /graduated</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Provide 2 copies-original and clear duplicate</li> <li>2. Correct spelling of Name of Learner/Name of school</li> <li>3. Mark (/) only those documents that are attached</li> </ul>	<ul style="list-style-type: none"> <li>1. Provide 2 copies-original and clear duplicate with the ff. information:               <ul style="list-style-type: none"> <li>a. Name of Learner</li> <li>b. LRN if any</li> <li>c. Items 1-5 of the form                   <ul style="list-style-type: none"> <li>1. Name of School</li> <li>2. School Address</li> <li>3. Grade Level</li> <li>4. Date/SY Graduated</li> <li>5. Special Order Number and Date</li> </ul> </li> </ul> </li> </ul>

**PUBLIC/PRIVATE ELEMENTARY/SECONDARY ENROLMENT LIST**  
**SCHOOL YEAR \_\_\_\_\_**

NAME OF SCHOOL	MALE			FEMALE		
	LAST NAME	FIRST NAME	M.I.	LAST NAME	FIRST NAME	M.I.

Prepared by: \_\_\_\_\_  
Name  
\_\_\_\_\_

Position  
\_\_\_\_\_

NOTED: \_\_\_\_\_  
Principal

**LIST OF PUBLIC/PRIVATE ELEMENTARY/SECONDARY GRADUATES**  
**SCHOOL YEAR \_\_\_\_\_**

NAME OF SCHOOL	ADDRESS	NAME OF SCHOOL HEAD	NAME OF STUDENT		
			LAST NAME	FIRST NAME	MIDDLE NAME

Prepared by:

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Designation

NOTED:  
 \_\_\_\_\_  
 Principal