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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0651

To : Assistant Schools Division Superintendent  
Chief of the Curriculum Implementation Division  
Chief of the Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors

Subject: **PARTICIPATION TO THE VIRTUAL TRAINING FOR THE PILOT TESTING OF THE ONLINE CERTIFICATION, AUTHENTICATION AND VERIFICATION APPLICATION SYSTEM (OCAVAS)**

Date: November 6, 2025

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Attached is Regional Memorandum AD-2024-158 relative to the **Virtual Training for the Pilot Testing of the Online Certification, Authentication and Verification Application System (OCAVAS)** on **November 11-12, 2025** via Microsoft Teams.

**Ms. Cherizel P. Espartero**, Registrar I of Panabo City National High School is advised to attend the said virtual training. Registration can be accessed through the link provided therein. Other details are found in the enclosure.

Please be guided accordingly.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

NOV 10 2025

RECORDS SECTION, SDO PANABO CITY  
BY 

Encl: As stated.  
SGOD/ABA/eol



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@deped.gov.ph

**DepEd Panabo:**  
**Empowering Champions in Education**

CHAMPION  
Panabo ONE  
through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.



Republic of the Philippines  
Department of Education  
DAVAO REGION

November 4, 2025

**REGIONAL MEMORANDUM**  
AD-2024-158

**PARTICIPATION TO THE VIRTUAL TRAINING FOR THE PILOT TESTING OF THE  
ONLINE CERTIFICATION, AUTHENTICATION AND VERIFICATION  
APPLICATION SYSTEM (OCAVAS)**

To: Schools Division Superintendents  
Chief Administrative Officer – Administrative Division

1. Herewith is the Memorandum dated October 23, 2025, from **Atty. Mel John I. Verzosa**, Undersecretary for Administration, DepEd Central Office relative to the **Participation of Identified Personnel in the Conduct of the Three (3) Different Activities for the Enhancement of DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records."**
2. Anent to this, identified personnel are hereby directed to attend the activity on **November 11–12, 2025**, via Microsoft Teams.
3. Attached is the list of participants for reference. Registration can be accessed through the link:



4. Other details are found in the enclosure.
5. For information and compliance.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

Encl.: As stated.

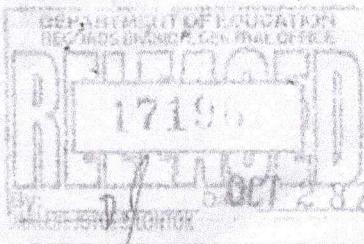
ROA6/RS/jgb

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: Nov. 08, 2025

**ALLAN G. FARNAZO**  
Director

**Virtual Set-Up Via Microsoft Teams-Pilot Testing (Division with the Highest and Second Highest Number of CAV Applicants  
& Far or Isolated Divisions of Davao Region**

Particulars		Name	RO/Divisions/Schools	Designation/CAV In-Charge & Email Address
<b>Regional Office XI</b>		Ma. Perpetua G. Batibut		<b>Administrative Officer V</b> mperpetua.batibut@deped.gov.ph
		Maria Alona A. Parac	Regional Office XI	<b>Administrative Aide /</b> maralona.parac@deped.gov.ph
<b>Cluster Divisions: Davao City, Mati City</b>		Jay C. Loreniana-	Division of Davao City	<b>Administrative Officer IV</b> jay.loreniana01@deped.gov.ph
		Jonjie G. Villarba	Davao City National High School	Registar I jonjie.villarba@deped.gov.ph
		Jocelyn Miguel	Sta. Ana National High School	<b>Administrative Asst. II</b> Jocelyn.miguel002@deped.gov.ph
		Mary Rose L. Gabales	Crossing Beyabas National High School	Registar I Maryrose.gabales@deped.gov.ph
		Katrina Lyle L. Magialang	Daniel R. Aguinaldo National High School	Registar I Katrinailye.magliang@deped.gov.ph
		Jessei May C. Musin	Calinan National High School	Registar I jessaeimay.musin@deped.gov.ph
		Angela L. Ramos	F. Bangoy National High School	Registar I angela.ramos01@deped.gov.ph
		Judith L. Maraganas	Mati City National Comprehensive High School	Registar I judith.maraganas@deped.gov.ph
		Liz Diane A. Malanguis	Division of Tagum City	<b>Administrative Officer IV</b> ladian.malanguis@deped.gov.ph
		Ronald G. Maata	Tagum City National Comprehensive High School	Registar I Ronald.maata@deped.gov.ph
		Faye C. Bendocillo	Tagum City School of Arts and Trade	Registar I Jossiefaye.ceria@deped.gov.ph
		Jeaneth O. Gregorio	Tagum City National High School	Registar I Jeaneth.gregorio@deped.gov.ph
		Cherizel P. Espartero	Panabo National High School	Registar I Panabo.hs@deped.gov.ph
		Ivethe Claire S. Donaire	Villarica National High School	Registar I ivetheclaire.donaire@deped.gov.ph
		Rocylin O. Magdula	Santo Tomas National High School	Registar I rocylin.maggdula001@deped.gov.ph
		Gerlie P. Villa	Asuncion National High School	Registar I Reggie.villa@deped.gov.ph
		Necitas Gumanay	Padada National High School	<b>Administrative Asst. II</b> necitas.gumanay@deped.gov.ph
		Lovely Monserate	Digos City National High School	<b>Administrative Aide I</b> Lovely.monserate@deped.gov.ph
		Rogelio O. Binan, Jr.	Heracleo Casco Memorial National High School	Registar I rogebinanjr@gmail.com
		Manuel Tindoy	Mariano Peralta National High School	<b>Teacher III</b> manuel.tindoy01@deped.gov.ph
		Dexter S. Lausa	Sulop National High School	<b>Administrative Officer II</b> athenademeter2019@gmail.com
		Kris Marie B. Mordeno	Nabunturan Comprehensive High School	Registar I krismarie.mordeno@deped.gov.ph
		Leelanie Anne T. Suarez	Boston National High School	<b>Head Teacher I</b> leelianeanne.suarez@deped.gov.ph
<b>Cluster Divisions: Davao del Sur/Digos City/Davao Occidental</b>				
<b>Cluster Divisions:[Far Flung]-Davao de Oro/Davao Oriental</b>				



Republic of the Philippines  
Department of Education  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

RECEIVED  
RECORDS SECTION  
DEPARTMENT OF EDUCATION R.O.C.

MEMORANDUM  
OM-OUA-2025-

30 OCT 2025

9:17

**TO : ATTY. MARCELINO G. VELOSO III**

Assistant Secretary

Information & Communications Technology Service

**DR. TOLENTINO G. AQUINO**

Regional Director, DepEd Region I

**DR. RONNIE S. MALLARI**

Regional Director, DepEd Region III

**DR. RAMIR B. UYTICO**

Regional Director, Negros Island Region (NIR)

**DR. ALLAN G. FARNAZO**

Regional Director, DepEd Region XI

**DR. JOCELYN DR ANDAYA**

Regional Director, DepEd - NCR

OIC- Office of the Assistant Secretary for Operations

**MARIA CLARISSE T. LIGUNAS-ROQUE**

Director IV, Policy and Planning Service (PPS)

**FROM : ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

**SUBJECT : Participation of Identified Personnel in the Conduct of the Three (3) Different Activities for the Enhancement of DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records"**

**DATE : October 23, 2025**

In reference to the attached approved Memorandum No. OM-OUA-2025-149 dated September 30, 2025, regarding the Complete Staff Work (CSW) and Request for Clearance and Authority for the Conduct of Activities on the Enhancement of DepEd Order no. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication and Verification (CAV) of Basic Education School Records, attendance of the identified participants is requested for the said activities. The details are as follows:

DepEd



Address: 17<sup>th</sup> Floor, Techzone Building, Malugay St.  
Brgy. San Antonio, Makati City 1209  
Telephone No.: (02) 8638-1780;  
Email: usecforadministration@deped.gov.ph

Doc. Ref. Code: PAWIM-F-014 | Rev. 00  
Effectivity: 03.17.23 | Page 1 of 2




  
**Republic of the Philippines**  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**

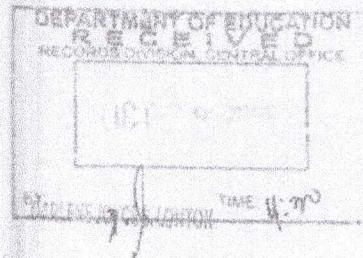
<b>ACTIVITY</b>	<b>DATE/VENUE</b>	<b>PARTICIPANTS</b>
<b>1<sup>st</sup> Activity</b> - 2 <sup>nd</sup> User Acceptance Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> <li>• October 29, 2025</li> <li>• Via Microsoft Teams</li> </ul>	See Annex "A"
<b>2<sup>nd</sup> Activity</b> - Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	<ul style="list-style-type: none"> <li>• November 11-12, 2025</li> <li>• Via Microsoft Teams</li> </ul>	See Annex "B"
<b>3<sup>rd</sup> Activity</b> - Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.	<ul style="list-style-type: none"> <li>• November 18-20, 2025</li> <li>• Within Metro Manila Area</li> </ul>	See Annex "C"

The link for the first activity will be emailed directly to the selected participants. Meanwhile, for the second activity, the registration and training links for the identified participants will be sent and coordinated through the respective Regional Records Officers via official email to ensure easier and faster dissemination of information.

All expenses that will be incurred for the conduct of the in-person **3<sup>rd</sup>-Activity** shall be charged against the Administrative Service - Records Division (AS-RD) Funds. This includes the travel expenses (TEV) for Central Office participants and the plane fare for Division and Regional participants. However, the TEV for the Regional and Division participants shall be charged against their respective local funds.

For any queries or clarifications, please contact the Records Division at telephone no. (02) 8687-1449 or via email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph)

For your information and compliance





Republic of the Philippines  
**Department of Education**  
 Administrative Service

Records Division

ANNEX "A"

**ACTIVITY 1**

*2<sup>nd</sup> User Acceptance Testing of the Online CAV Application System (OCAVAS)*  
 October 29, 2025

**A. IN-PERSON SET UP (CENTRAL OFFICE)**

	NAME	OFFICE
1	Marilon J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary-Administration
3	Eucarnacion T. Esquitadro	ICTS-User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS - Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS - Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Miguel Carlo Macariola	ICTS - Solutions Development Division
8	Franz Janreeve P. Parracho	ICTS User Support Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
10	Edward Val Peralta	Administrative Service - Records Division
11	Paul Joseph De Vera	Administrative Service - Records Division
12	ICTS - Solutions Development Division	
13	ICTS-User Support Division	

**B. VIRTUAL SET UP VIA MICROSOFT TEAMS (FIELD OFFICE)**

	NAME	OFFICE
14	Atty. Joylyn P. Dulnhan	NCR -Administrative Division
15	Olivia M. Sibug	Regional Office No. III - Records Section
16	Jonah V. Uypico	SDO-Sagay City
17	Jefferson D. Uy	SDO-Division of Davao City
18	Edna T. Canlas	SDO - Angeles City, Records Unit
19	School Head	Within Luzon Area

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
 Director IV, Administrative Service

Approved by:

**ATTY. MEL JOHN I. VERZOSA**  
 Undersecretary for Administration

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City

8687-14-49



as.rd@deped.gov.ph  
 deped.gov.ph

Doc. Ref. Code: OO-A5-F044 Rev. 06  
 Effectively: 10.13.25 Page: 1 of 1





Republic of the Philippines  
Department of Education  
Administrative Service

Records Division

ANNEX "B"

**ACTIVITY- 2**  
**CONDUCT VIRTUAL TRAINING FOR THE PILOT TESTING OF THE ONLINE CAV**  
**APPLICATION SYSTEM (OCAVAS)**  
*November 11-12, 2025*

**A. IN-PERSON SET UP (CENTRAL OFFICE - TWG & FACILITATORS)**

	NAME	OFFICE
1	Marilou J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary- Administration
3	Encarnacion T. Escuadra	ICTS-User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS - Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS - Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Miguel Carlo Macuriola	ICTS - Solutions Development Division
8	Franz Janreeve P. Parracho	ICTS-User Support Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
10	Edward Val Peralta	Administrative Service - Records Division
11	Paul Joseph De Vera	Administrative Service - Records Division
12	ICTS - Solutions Development Division	
13	ICTS-User Support Division	

**B. VIRTUAL SET UP VIA MICROSOFT TEAMS (FIELD OFFICE - TWG & FACILITATORS)**

	NAME	OFFICE
13	Atty. Joylyn P. Duhuan	NCR -Administrative Division
14	Olivia M. Sibug	Regional Office No. III- Records Section
15	Jonah V. Uypico	SDO-Sagay City
16	Jefferson D. Uy	SDO-Division of Dumaguete City
17	Edna T. Canlas	SDO - Angeles City, Records Unit
18	School Head	Within Luzon Area

**C. VIRTUAL SET UP VIA MICROSOFT TEAMS (PARTICIPANTS FROM PILOT REGIONS)**

	NAME	OFFICE
1	Certifying Officers (Oct. 21, 2025)	Region III and NIR
2	Certifying Officer (Oct. 22, 2025)	Region XI and NCR

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
Director IV, Administrative Service

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City  
8687-14-49

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deped.gov.ph

Approved by:

**ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration <sup>3rd</sup>

Doc. Ref. Code: CO AS-F-044 | Rev. 00  
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Republic of the Philippines  
**Department of Education**  
 Administrative Service

*Records Division*

**ANNEX "C"**

**ACTIVITY 3**

**Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and  
 Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic  
 Education Academic School Records**  
**November 18-20, 2025**  
**Metro Manila area**

	NAME	OFFICE
<b>CENTRAL OFFICE</b>		
1	Marilou J. Cusi	Administrative Service - Records Division
2	Atty. Jose Maria Paulo D. Sanchez	Office of the Undersecretary-Administration
3	Encarnacion T. Escuadra	ICTS - User Support Division
4	Engr. Marvin M. Dela Cruz	ICTS- Technology Infrastructure Division
5	Jonathan R. Fontanilla	ICTS Solutions Development Division
6	Rose Marie D. Moscoso	Administrative Service - Records Division
7	Ched Allen S. Martinez	PS -Education Management Information System Div.
8	Miguel Carlo Macariola	ICTS - Solutions Development Division
9	Darlene Joyce R. Lontok	Administrative Service - Records Division
11	Edward Val Peralta	Administrative Service - Records Division
12	Paul Joseph De Vera	Administrative Service - Records Division
<b>REGIONAL OFFICE</b>		
13	Atty. Joylyn P. Dulnian	NCR -Administrative Division
14	Olivia M. Sibug	RO III - Records Section
15	Nhyke Bryan R. Bactat	RO I- Records Section
<b>DIVISION OFFICE</b>		
16	Jonah V. Uypico	SDO - Sagay City
17	Jefferson D. Uy	SDO - Dumaguete City
18	Edna T. Canlas	SDO - Angeles City, Records Unit
<b>SCHOOL REPRESENTATIVE</b>		
19	School Head	Within Luzon Area

Recommending approval:

**ATTY. JOSEPH CONRAD B. DE RAMA**  
 Director IV, Administrative Service

Approved by:

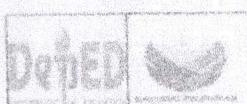
**ATTY. MEL JOHN I. VERZOSA**  
 Undersecretary for Administration

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City

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 deped.gov.ph

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Republic of the Philippines  
Department of Education  
Administrative Service

Records Division

MEMORANDUM  
OM-OUA-2025- 149

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff, Office of the Secretary

THRU : **WILFREDO E. CABRAL**  
Undersecretary, Human Resource and Organizational Development

: **DR. MALCOLM S. GARMA**  
Undersecretary for Operations

: **DR. RONALD U. MENDOZA**  
Undersecretary for Strategic Management

FROM : **ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

SUBJECT : **COMPLETE STAFF WORK (CSW) AND REQUEST FOR CLEARANCE AND AUTHORITY FOR THE CONDUCT OF ACTIVITIES ON THE ENHANCEMENT OF DEPED ORDER NO. 48, S. 2017, ENTITLED "POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE AUTHENTICATION, VERIFICATION, AND CERTIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

DATE : **September 30, 2025**

#### I. BACKGROUND

The Department of Education is the custodian of school records of all learners in the basic formal and non-formal educational system and mandated to issue certifications attesting to the authenticity of such records, pursuant to DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Authentication, Verification, and Certification (CAV) of Basic School Records". These certifications are issued for various

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8687 14-49

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deped.gov.ph

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Republic of the Philippines  
**Department of Education**  
 Administrative Service

**Records Division**

purposes, including but not limited to employment overseas, migration to foreign countries, international travel, and other personal needs.

The Certification, Authentication, and Verification (CAV) of Basic School Records is one of the key frontline services of the Department of Education (DepEd), as outlined in the DepEd Citizens Charter. The current process involves multiple layers of verification of CAV request, which begins at the school level, goes through the Schools Division Offices (SDOs) and Regional Offices before reaching the Department of Foreign Affairs (DFA), which issues the final Apostille. Given the increasing number of clients availing of this service, it is essential to ensure the efficiency and effectiveness of its guidelines and compliance with relevant laws and regulations to guarantee timely, reliable, and high-quality public service delivery.

The Administrative Service - Records Division initiated the development of DepEd Order No. 48, s. 2017 and conducted various activities to evaluate its operational effectiveness and address various issues raised by Certifying Officers from Regions, Divisions, and Schools. Two major outputs have been developed, a draft DepEd Order which enhances and streamlines the existing policy and procedural guidelines and Online CAV Application System (OCAVAS).

To further improve and refine said outputs, and fully optimize the expected benefits, it is imperative to conduct three (3) more related activities. These activities serve as a follow-through to previously conducted initiatives which started from CY 2023 until the 2nd Quarter of this year.

**II. SPECIFIC ACTIVITY DETAILS**

The following are the pertinent details of the activities:

<b>Activity Title/s</b>	<b>1<sup>st</sup> Activity</b> - 2 <sup>nd</sup> User Acceptance Testing of the Online CAV Application System (OCAVAS) <b>2<sup>nd</sup> Activity</b> - Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS) <b>3<sup>rd</sup> Activity</b> - Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records
<b>PMIS Activity Code/s</b>	<b>1<sup>st</sup> Activity</b> - AC-25-AS-RD-GASS-2-015- Operational Expenses (meals expenses for CO pax) <b>2<sup>nd</sup> Activity</b> - AC-25-AS-RD-GASS-2-004 <b>3<sup>rd</sup> Activity</b> - AC-25-AS-RD-GASS-2-005
<b>Activity Type</b>	■ Capacity Building Activity ( <b>2<sup>nd</sup> activity</b> ) ■ Output-based Activity ( <b>1<sup>st</sup> and 3<sup>rd</sup> activities</b> )

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Certification No. ED-2023-07-01-0001



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Start and End Dates	1 <sup>st</sup> Activity - October 12, 2025 2 <sup>nd</sup> Activity - October 21-22, 2025 3 <sup>rd</sup> Activity - November 5-7, 2025												
Venue/Platform	1 <sup>st</sup> Activity - Hybrid 2 <sup>nd</sup> Activity - Hybrid 3 <sup>rd</sup> Activity - In-person for Central Office participants												
Mode of Delivery	<input checked="" type="checkbox"/> In person - (3 <sup>rd</sup> activity) <input type="checkbox"/> Online <input checked="" type="checkbox"/> Hybrid (1 <sup>st</sup> & 2 <sup>nd</sup> activities, Central Office participants, in-person while Field office participants, online) <input type="checkbox"/> Others, please specify:												
Gender-Related Information	<p><b>Number of Target Participants Disaggregated by Sex</b></p> <table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Activity</td> <td>8</td> <td>11</td> </tr> <tr> <td>2<sup>nd</sup> Activity</td> <td>8</td> <td>11</td> </tr> <tr> <td>3<sup>rd</sup> Activity</td> <td>9</td> <td>10</td> </tr> </tbody> </table> <p>All participants, regardless of gender, will have equal opportunities to review, provide feedback, participate and share their thoughts to achieve the project objectives.</p>		Male	Female	1 <sup>st</sup> Activity	8	11	2 <sup>nd</sup> Activity	8	11	3 <sup>rd</sup> Activity	9	10
	Male	Female											
1 <sup>st</sup> Activity	8	11											
2 <sup>nd</sup> Activity	8	11											
3 <sup>rd</sup> Activity	9	10											

### III. Budgetary Requirement

The following is the allocated budget for each activity:

Activity	Title	Budget
1 <sup>st</sup>	2 <sup>nd</sup> Virtual User Acceptance Testing of the Online CAV Application System (OCAVAS)	Meals for 13 pax will be charge against the Operational Funds of Records Division
2nd	Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	14,950.00
3 <sup>rd</sup>	Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records	160,900.00

- There will be no financial implication on the conduct of these activities to other programs of the Strand. The creation of the said DO was initiated, executed, implemented, and monitored by the Administrative Service-Records Division as part of its mandate.

Ground Floor, Mabini Building, DepEd Complex Meralco Ave., Pasig City

3687-14-45

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Administrative Service

**Records Division**

- With all the necessary and allowable expenses included in the approved budget estimate for the activities, no excess/extra expenses will be incurred during the conduct of the activities.
- As to allocative efficiency in addressing priority needs and maximizing benefits to be gained vis a vis expenses.

The program highlights innovation and policy guidelines enhancement of CAV processing, covering a wide scope across Schools, Division and Regional offices of the department. It involves security measures, streamlined procedures to reduce redundancies, and integration of automated processing system to increase operational efficiency. Thereby, if implemented properly the benefits may outweigh the costs that will be incurred.

- All expenses to be incurred in this activity shall be charged against the approved GASS Fund of the Records Division, except for the travelling expenses of participants from Field Offices which will be charged against their respective local funds.

**IV. OBJECTIVES**

The following are the objectives in conducting the remaining CAV activities.

- Enhance and streamline the policy and procedural guidelines to address current gaps and challenges identified by certifying officers, who serve as the primary implementers of the existing DepEd Order;
- Integration of automated solutions that are responsive and adaptable, keeping pace with rapid technological advancements to deliver faster, more accessible, and effective services to stakeholders;
- Align the policy guidelines with current DepEd thrust and existing related laws, regulations, and administrative mandates to ensure compliance and uphold commitment to public service; and
- Strengthen security and monitoring measures to promote a dependable, transparent, and red tape-free document processing system.

**V. EXPECTED OUTPUT**

- Final User Acceptance Testing (UAT) of the newly developed Online CAV Application System (OCAVAS) for pilot testing;
- Final copy of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records for vetting of the management; and

Ground Floor, Mabini Building, DepEd Complex Merulco Ave., Pasig City

8687-14-49

 [as.rds@deped.gov.ph](mailto:as.rds@deped.gov.ph)  
[deped.gov.ph](http://deped.gov.ph)

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Confidentiality Statement



Republic of the Philippines  
**Department of Education**  
Administrative Service

**Records Division**

2. Clearance and approval for the conduct of related Planning and Assessment activities as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – by the Strategic Management Strand (Undersecretary for Strategic Management)
3. Clearance and approval for the conduct of Capacity-Building and Professional Development related activity as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – by the Human Resource and Organizational Development (HROD) strand (Undersecretary of HROD)
4. Clearance and approval for the participation of selected participants from Field Offices for the three (3) activities – by the Operations Strand (Undersecretary for Operations)

**IX. ATTACHMENTS**

**Attachment 1:**

- Concept Note for the Enhancement of DepEd Order no. 48, s 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records.

**Attachment 2:**

- Approved Activity Request (AR) with Budget Allotment
- Updated date and signatory of Budget Estimates for 2<sup>nd</sup> and 3<sup>rd</sup> Activities (the same amount as per approved AR)
- Updated Lists of Participants
- Updated Program of Activities
- Copy of approved Work and Financial Plan (WFP) & Annual Procurement Plan (APP).

**Attachment 3:** Supporting documents for the previously conducted activities.

- Memorandum dated May 13, 2025, Completed Staff Work (CSW) and Request for Clearance for the Data Gathering for the Pilot Testing of the OCAVAS.
- Memorandum, dated May 07, 2025, Data for the Pilot Testing of the Online Certification, Authentication and Verification Application System (OCAVAS)
- Memorandum, dated May 7, 2025, User Acceptance Testing (UAT) for the OCAVAS
- Memorandum dated January 24, 2025, Request for Comments on the Draft DepEd Order Titled, "Revised Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.
- Memorandum dated September 10, 2024, Writeshop on the Finalization of the Amendments to DepEd Order No. 48, s. 2017 and Development of Electronic Policy and Procedural Guidelines on CAV of Basic Education Academic School Records.
- Memorandum dated October 05, 2023, Digitization of the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.

For the Undersecretaries' kind consideration and approval.

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