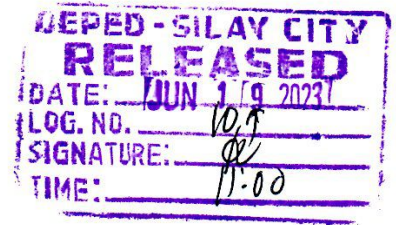




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



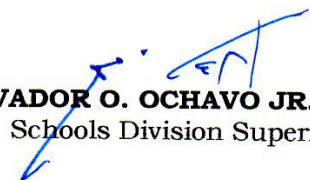
June 19, 2023

DIVISION MEMORANDUM
No. 229 s., 2023

VIRTUAL ORIENTATION ON THE GUIDELINES AND PROCESS FLOW IN THE PREPARATION OF THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF SCHOOLS DOCUMENTS FROM SCHOOL TO REGIONAL OFFICE

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All others concerned

1. As part of the transitioning of schools documents Certification, Authentication and Verification (CAV) from **Division Level** to **School Level** the Records Section shall conduct an orientation on the current practice, guidelines and process flow of CAV on **June 27, 2023 at 1:30 pm**, via Google Meet platform. The official link shall be sent in the official chat group.
2. This activity aims for participants to familiarize the CAV guidelines, processes and templates to be used in the authentication of school documents.
3. Participants are the Public Schools District Supervisors, Public Elementary and Secondary School Heads, Administrative Officer IV – DMLMHS, Registrar of Senior and Junior Public High Schools, Administrative Officer II of Public Schools, Administrative Assistants of Public Schools and other Non-Teaching staff handling school documents as identified by the school heads.
4. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, gender, civil status and other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Immediate dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR. EdD. CESO V
Schools Division Superintendent

Reference: DO 48, s., 2017
Enclosure: none
To be included in the perpetual index
Under the following subjects

AUTHENTICATION BASIC EDUCATION CERTIFICATION RECORDS



Rizal Street, Barangay III, Silay City, Negros Occidental, Philippines 6116
Website: www.depedsilaycity.com
Email Address: deped.silay@deped.gov.ph
Facebook Account: <https://www.facebook.com/DepEdSilayCity>
Contact Numbers: 468-5138 / 714-7017 / Public Assistance: +639060835438 / +639604762231