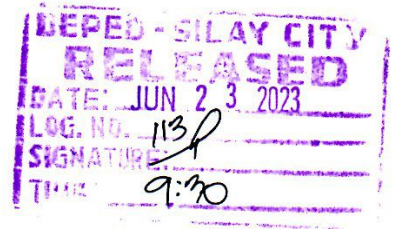




Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**



June 22, 2023

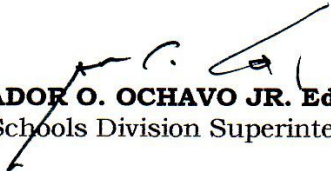

**DIVISION MEMORANDUM**

No. 238 s., 2023

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMO NO. 229, S. 2023 ENTITLED  
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 26, 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



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