



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

AUG 12 2025

**DIVISION MEMORANDUM**  
No. 323 s. 2025

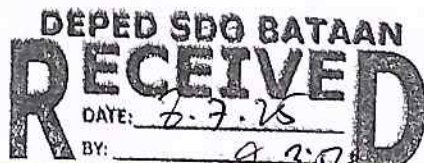
**ONLINE APPOINTMENT SYSTEM FOR THE APPLICATION OF CERTIFICATION,  
AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL  
RECORDS**

To: Public Elementary and Secondary Schools Heads  
All Others Concerned

1. This Office informs all concerned regarding Regional Memorandum No. 249 s. 2025 titled **"Online Appointment System for the Application of Certification, Authentication and Verification (CAV) of Basic Education School Records"** from the Regional Office.
2. Starting August 18, 2025, all CAV applications must be scheduled through the new online system. Walk-in applications will no longer be entertained.
3. All concerned individuals are advised to book their appointment by scanning the QR code stated in the attached Regional Memorandum or by accessing this link <https://tinyurl.com/DEPEDRO3CAV>.
4. Attached is a copy of the said memorandum for further details.
5. For guidance and compliance.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

AD34  
August 12, 2025



Republic of the Philippines  
Department of Education  
REGION III-CENTRAL LUZON

AUG 07 2025

REGIONAL MEMORANDUM

No. 249, s. 2025

ONLINE APPOINTMENT SYSTEM FOR THE APPLICATION OF CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL  
RECORDS

To : Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and in the interest of streamlining public services, all applications for **Certification, Authentication, and Verification (CAV)** of basic education school records shall be processed through the new Online Appointment System.

2. This initiative aims to provide a more efficient, accessible, and organized process for all applicants. Starting on **August 18, 2025**, all CAV applications must be scheduled through the new online system. Walk-in applications will no longer be entertained.

3. All concerned individuals are advised to book their appointments by scanning the QR code below or by accessing this link <https://tinyurl.com/DEPEDRO3CAV>.

QR Code:



4. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director

Enclosure: None

References: Republic Act No. 11032

To be indicated in the Perpetual Index

under the following subjects:

ASSISTANCE

CAV

PUBLIC CONCERNS

APPOINTMENT

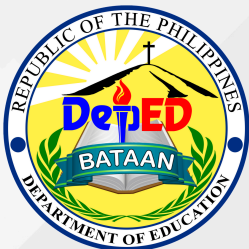
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August 7, 2025



Address: Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89  
Email Address: [region3@depd.gov.ph](mailto:region3@depd.gov.ph)  
Website: <https://region3.deped.gov.ph>





DEPARTMENT OF EDUCATION  
REGION III - CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF  
**BATAAN**  
Kabukiran, Calaylayan, Abucay, Bataan

# PUBLIC ADVISORY

## NEW SYSTEM FOR CAV APPLICATION

**CERTIFICATION,  
AUTHENTICATION, AND  
VERIFICATION (CAV) OF BASIC  
EDUCATION SCHOOL RECORDS**

STARTING

**AUGUST**

**18**

**2025**



**ONLINE APPOINTMENT SYSTEM**



Scan the QR code or open this link:

<https://tinyurl.com/DEPEDRO3CAV>



**WALK-IN APPLICATION  
WILL NO LONGER BE ENTERTAINED**

For inquiries and assistance, please contact the following:



**records.ro3@depd.gov.ph**

**bataan@depd.gov.ph**



**PLDT: (047) 643 1266  
Globe: (047) 275 0445**

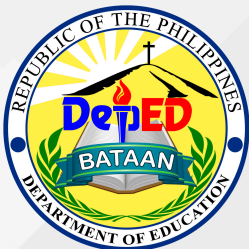


**www.depdbataan.com**

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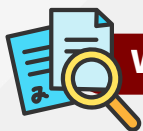






## CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS

(DepEd Order No. 48, s. 2017)



### WHAT IS CAV?

CAV is an official and formal process and act of checking, reviewing, and certifying the genuineness and veracity of available academic school records of a learner duly performed by the Department of Education (DepEd) and the Department of Foreign Affairs (DFA) pursuant to existing arrangements by the said Departments.



### VALID PURPOSES FOR CAV

- ▶ Employment Abroad
- ▶ Seaman's Book/Seafarer's Registration Certificate
- ▶ Migration
- ▶ Student Visa
- ▶ Tourist Visa
- ▶ Descendant's Visa
- ▶ Reimbursement of educational allowance / tuition fees of children of Overseas Filipino Workers (OFW)
- ▶ Such other purposes as maybe required in writing by the OFA



### IMPORTANT REMINDER

Applications from schools that have **ceased operations** and **ALS completers** are **accepted**.



### REQUIREMENTS

#### FOR GRADUATES:

1. Indorsement (CAV Form 5) – Original copy
2. Diploma – 1 Original (or Reconstructed) and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
3. Form 137 – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Records Custodian
4. Certification of Enrolment/Completion/Graduation (CAV Form 4) – 1 Original and 2 Certified True Copies signed by the School Head /Registrar /Records Custodian.
5. Special Order (3 Certified True Copies for PRIVATE schools only)
6. I.D. picture (2 pcs passport size with white background)
7. Documentary Stamp (1 pc)
8. Long brown Envelope (1 pc)

#### FOR NON-GRADUATES:

1. Indorsement (CAV Form 5) – 1 original copy
2. Form 137 – 1 Original and 2 Certified True Copies signed by the School Head/Registrar/Record Custodian
3. Certification of Enrollment/Completion/Graduation (CAV Form 4) – 1 Original and 2 Certified True Copies signed by the School Head/ Registrar/Records Custodian)
4. ID Picture (2 pcs. Passport size with white background)
5. Documentary Stamps (1 pc.)
6. Long brown Envelope (1pc.)

#### FOR ALS A&E AND PEPT:

1. Indorsement CAV Form 13 – 1 original copy
2. Diploma/Certification from BEA – (Original and 2 Certified True Copy)
3. Certificate of Rating from BEA – (Original and 2 Certified True Copy)
4. Certified from Division Office (CAV Form 12) – (Original and 2 Certified True Copy)

### Visit or contact the OSDS – Records Unit

**We're here to serve you!**

📞 PLDT: (047) 643 1266 | Globe: (047) 275 0445

🌐 [www.depedbataan.com](http://www.depedbataan.com)

📘 [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)

Office Hours: **Monday to Friday | 8:00 AM – 5:00 PM**

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