

2. Issuance of Academic School Records for Certification, Authentication, and Verification (CAV) of ALS and PEPT Completers/Passers

This service provides the process of issuing the available academic school records of ALS learners and PEPT completers/passers for the application of Certification, Authentication, and Verification (CAV) in accordance with DepEd Order No. 048, s. 2017.

| Office or Division: | Records Unit, Office of the Schools Division Superintendent |
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| Classification: | Simple |
| Type of Transaction: | G2C (Government to Citizen) |
| Who may avail: | ALS & PEPT Passers |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Standard Requirement | |
| Request Form – one (1) copy | Records Unit |
| Certificate of Rating - one (1) original copy and two (2) photocopy, or ALS Learner's | Bureau of Education Assessment (BEA)/ EPS-ALS |
| Permanent Record (AF-5) – One (1) original copy and two (2) certified true copies | |
| Diploma – One (1) original copy and two (2) certified true copies | Bureau of Educational Assessment (BEA)/ EPS- ALS |
| Identification Card - One (1) photocopy of any government-issued valid ID of the requesting person, which may include, but is not limited to, the following: <ul style="list-style-type: none"> • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • PhilHealth ID • TIN ID | Applicant/Client |
| Birth Certificate* - one (1) photocopy or Passport*- One (1) photocopy * for validation purposes only | PSA/DFA |
| Long Brown Envelope - one (1) piece | Applicant/Client |
| Latest photo w/ white background (Passport Size) – Two (2) pieces (Regional Requirement) | Applicant/Client |
| Documentary Stamp (if available) or Documentary Stamp Fee at the Regional Cashier (Regional Requirement) | Regional Cashier |
| Additional Requirement if data of learner is with discrepancy/ies | |
| PSA Birth Certificate one (1) original (if data of learner is with discrepancy/ies) | PSA |
| For Authorized Representative | |
| Identification Card - One (1) original and one (1) photocopy of any government-issued valid ID | Authorized Representative of the Client |
| Authorization Letter (for immediate family) one (1) original copy OR Valid Special Power of Attorney (SPA) (for non-immediate family) one (1) original copy | Authorized Representative of the Client / Client/Notary Public |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
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| A. If A&E / PEPT Results are available in the SDO | | | | |
| A.1. Ask request form | A.1.1 Provide the client with the request form | None | 5 minutes | Administrative Aide VI, OSDS-Records Unit |
| A.2. Accomplish the request form (RF) and submit all other required documents. | A.2.1 Receive and check the completeness of information and requirements required in Request Form | None | 10 minutes | Administrative Aide VI, OSDS-Records Unit |
| | Note: Inform Client that process will not proceed should there be any lacking document | | | |
| | A.2.2 Search for the Result of Rating as requested by the client | None | 30 minutes | EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit |
| | A.2.3 Prepare the following: 1. Division Office Transmittal to the Regional Office (CAV Form 13) 2. Academic School Records 3. Certification of Rating- A&E/PEPT (CAV Form 12) 4. Certification of English as a Medium of Instruction (CAV Form 17, if applicable) and affix his/her initials, then forward to the Schools Division Superintendent for signature | None | 1 hour | EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit |

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| | A.2.4 Check the accuracy and veracity of the Academic School Records and Request Form, and affix signature | None | 30 minutes | Schools Division Superintendent |
| | A.2.5 Prepare the approved A&E/PEPT Rating and Certification for release <i>Note: One (1) original and one (1) duplicate copy of the Certification; and two (2) certified true copies of the Academic School Records</i> | None | 35 minutes | EPS-ALS/ Administrative Officer IV, OSDS-Records Unit |
| | A.2.6 Inform Client that requested documents are available for pick up | None | 5 minutes | EPS-ALS, CID/ Administrative Aide VI, OSDS-Records Unit |
| A.3.1 Claim the requested document and transmit it to the Regional Office | A.3.1 Release the requested documents in a sealed brown envelope* | None | 5 minutes | Administrative Aide VI, OSDS-Records Unit |
| B. If A&E / PEPT Results are not available in the SDO | | | | |
| B.1. Ask request form | B.1.1 Provide the client with the request form | None | 5 minutes | Administrative Aide VI, OSDS-Records Unit |
| B.2. Accomplish the request form (RF) and submit all other required documents. | B.2.1 Receive and check the completeness of information and requirements required in Request Form <i>Note: Inform Client that process will not proceed should there be any lacking document</i> | None | 10 minutes | Administrative Aide VI, OSDS-Records Unit |

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| | B.2.2 Search for the Result of Rating as requested by the client | None | 30 minutes | EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit |
| | B.2.3 Inform client the non-availability of results and verification will be made by A&E/PEPT Focal Person with the Bureau of Education Assessment (BEA) DepEd CO | None | 10 minutes | Administrative Aide VI/ Administrative Officer IV, OSDS-Records Unit |
| | B.2.4 Coordinate and verify results to the Bureau of Education Assessment (BEA) DepEd CO <i>Note: If with negative verification, inform the Applicant accordingly and issue a Certification of Non-availability of Rating</i> | None | 2 hours | EPS-ALS, CID |
| | B.2.5 Prepare the Endorsement to the Regional Office, Academic School Records and Certification and affix initials, then forward to the Schools Division Superintendent for signature | None | 40 minutes | EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit |
| | B.2.6 Check the accuracy and veracity of the Academic School Records and Request Form, and affix signature | None | 15 minutes | Schools Division Superintendent |

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| | <p>B.2.7 Prepare the approved A&E/PEPT Rating and Certification for release</p> <p><i>Note: One (1) original and one (1) duplicate copy of the Certification; and two (2) certified true copies of the Academic School Records</i></p> | None | 35 minutes | EPS-ALS, CID/ Administrative Officer IV, OSDS-Records Unit |
| | B.2.8 Inform Client that requested document is available for pick up | None | 5 minutes | EPS-ALS, CID |
| B.3.1 Claim the requested document and transmit it to the Regional Office | B.3.1 Release the requested documents in a sealed brown envelope* | None | 5 minutes | Administrative Aide VI, OSDS-Records Unit |
| TOTAL (If A&E / PEPT Results is Available in the SDO): | | None | 3 hours | |
| TOTAL (If A&E / PEPT Results is Available in the SDO): | | None | 4 hours and 35 minutes | |

**Once the requested documents are received, proceed to the Regional Office for the issuance of CAV. Refer to the Service Charter on “Certification, Verification and Authentication (CAV)” at the Regional Office.*