

3. Issuance of Academic School Records for Certification, Authentication, and Verification (CAV) for Learners from Closed Private Schools

This service provides the process of issuing the academic school records of learners/graduates of closed Private Schools available in the Schools Division Office 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
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Learners/Graduates from closed private schools
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Standard Requirement	
1. Request Form – one (1) original copy	Records Unit
2. Identification Card - One (1) original copy and 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 	Client
3. Latest Photo w/ white background (Passport size) – Two (2) pieces	Client
Additional Requirement if data of learner is with discrepancy/ies	
5. PSA Birth Certificate- one (1) original copy	PSA
For Authorized Representative	
1. Identification Card - One (1) photocopy of any government-issued valid ID of the authorized 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 	Client
2. Authorization Letter (if representative is an immediate family) one (1) original copy	Authorized Representative of the Applicant / Client
3. Special Power of Attorney (SPA) (if representative is non-immediate family) – One (1) original copy	Authorized Representative of the Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. If School Academic Records are present in the SDO				
A.1 Ask for Request Form (RF).	A.1.1 Provide the client with the Request Form (CAV Form 1)	None	5 minutes	Administrative Aide VI, OSDS-Records Unit
A.2. Accomplish the Request Form (RF) and submit with all other required documents	A.2.1 Receive the accomplished form and other documents and forward to the records custodian. <i>Note: Inform Client that he/she will be notified once the requested document/s is/are available for release.</i>	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	A.2.2 Search for the appropriate Academic School Records a. If the records are available, proceed to A.2.3. b. If records are not available*, inform the client accordingly and issue Certification of Non-Availability of Academic School Records in the Division Office (CAV Form 7) <i>*Note: Client must still secure a supporting document by doing any of the following:</i> i) Go to the Regional Office and request for a copy of the Special Order of Graduation; or, ii) Produce a sworn statement of any two (2) of the applicant's classmates,	None	1 hour	Administrative Officer IV, OSDS-Records Unit

	<p><i>principals, or teachers, and supported by either the school graduation photos, souvenir program, or graduation program or duly certified copy of either Form 137 or Form 138 of the learner on file in any Tertiary Learning Institutions. Once the required document from (i) or (ii) is secured, proceed to Step B.1.</i></p>			
	<p>A.2.3 Check and validate the correctness and completeness of the information in the RF</p> <p>a. if no discrepancy/ies proceed to A.2.4</p> <p>b. If with discrepancy/ies, inform the client and refer to the process on the correction of school entries</p>	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	<p>A.2.4 Prepare the Validated Academic School Records (ASR) and endorsement letter (CAV Form 13) for SDS signature</p>	None	15 minutes	Administrative Officer IV, OSDS-Records Unit
	<p>A.2.5 Review and affix signature on endorsement letter (CAV Form 13), and forward signed endorsement letter (CAV Form 13) to</p>	None	1 hour	Schools Division Superintendent

	Records Unit for releasing			
	A.2.7 Receive signed endorsement letter and prepare Validated ASR, and release to Client.**	None	5 Minutes	Administrative Aide VI, OSDS-Records Unit
B. If School Academic Records is not present in the SDO				
B.1. Submit copy of Special Order or Sworn Statement	B.1.1 Receive and validate documents, and endorse to SGOD for the preparation of the Certificate of Graduation and Closure	None	10 minutes	Administrative Aide VI, OSDS-Records Unit
	B.1.2 Prepare Certificate of Graduation and Closure and forward to SDS for signature	None	1 hour	Private School Focal, SGOD
	B.1.3 Review and affix signature on the Certificate of Graduation and Closure, and forward the signed Certificate to Records Unit for releasing	None	1 hour	Schools Division Superintendent
	B.1.4 Receive signed Certificate and release to Client.**	None	5 minutes	Administrative Staff (Records)
TOTAL (If School Academic Records are present in the SDO):		None	2 hours and 45 minutes	
TOTAL (If School Academic Records is not present in the SDO)		None	3 hours and 30 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.*