



## I. Records Section

### 1. Certification, Authentication, Verification (CAV)

This service refers to the certification, authentication and verification of school records of learners going abroad.

<b>Office or Division:</b>	Records
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C) Government to Government (G2G)
<b>Who may avail:</b>	Current and past learners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>High School/ Elementary Graduates</b> <ol style="list-style-type: none"> <li>1. Student Permanent Record –Form 137 (1 original and 2 photocopies)</li> <li>2. Certificate of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)</li> <li>3. Diploma (1 Original and 2 certified true copies certified by the School Head)</li> <li>4. Transmittal from School (1 original and 2 photocopies)</li> <li>5. Special Order, <i>if graduate from Private Schools</i> (1 Original and 2 photocopies certified by the School Head)</li> <li>6. Latest passport size ID Pictures (2 copies)</li> <li>7. Documentary Stamp (2 copies)</li> </ol>	<p>School attended</p> <p>School attended</p> <p>School attended School attended</p> <p>School attended</p> <p>Client</p>
<b>For Undergraduates:</b> <ol style="list-style-type: none"> <li>1. Indorsement from the School (1 original and 2 photocopies)</li> <li>2. Student Permanent Record –Form 137 (1 original and 2 photocopies)</li> <li>3. Certification of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)</li> <li>4. Latest Passport sized ID picture (2 copies)</li> <li>5. Documentary Stamp (2 copies)</li> </ol>	<p>School attended</p> <p>School attended</p> <p>School attended</p> <p>Client</p>

<b>For ALS/PEPT:</b> 1. Certification from Bureau of Education Assessment (BEA)(1 original and 2 photocopies) 2. Report of Rating in the Accreditation and Equivalency(A&E) Test of Alternative Learning System (ALS) or Philippine Placement Test (PEPT) (1 original and 2 photocopies) 3. Certification from Schools Division Office (1 original and 2 photocopies) 4. Latest Passport sized ID picture (2 copies) 5. Documentary Stamp (2 copies)  <b>Additional requirements for representative:</b>  1. Authorization Letter (If the requesting party is not the record owner) (1 original copy) 2. Valid Special Power of Attorney(SPA) for the authorized representative (1 original copy) 3. <i>For applicants residing outside the country -</i> Valid Special Power of Attorney (SPA) for the authorized representative issued by the Philippine Embassy (1 original Copy) Valid ID		Central Office - BEA  BEA/ SDO  SDO  Client Client Client / Authorized Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for and completely fill-out the CAV Application Form from the Records	1.1. Receive and check the completely filled out CAV application form and all supporting documents of the client. Review the completeness and verify authenticity of documents	None	10 minutes	Records Section Staff/ ADAS
	1.2. Assign specific CAV number and print 2 copies of CAV certificates	None	5 minutes	Records Section Staff/ ADAS
2. Verify the accuracy of the data encoded to CAV certificate then return	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	5 minutes	Records Section Staff/ ADAS



to the processor	2.2 Forward printed CAV to Records Officer/AO V for initial, CAO of Administrative Services for signature	None	15 minutes	Records SectionStaff/ ADAS
3. Receive completed CAV documents	3.1 Scan CAV certificate and the attached Academic School Records, then seal CAV certificate and its attachments in a brown envelope with signatures on the opening and paste the DFA Authentication Section addresses at the back. Inform applicant to bring the sealed envelope to DFA for Apostille	None	10 minutes	Records SectionStaff/ ADAS
	3.2 Send the scanned approved CAV through DFA official email with the following details: Name of approved CAV applicant, CAV Control Number and Date Release	None	5 minutes	Records SectionStaff/ ADAS
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	