

1. Certification, Authentication, Verification (CAV)

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

Office or Division:	Records	
Classification:	Simple	
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G)	
Who may avail:	Current and past learners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
High School/ Elementary Graduates		
1. Student Permanent Record –Form 137 (1 original and 2 photocopies)	School attended	
2. Certificate of Enrollment/Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)	School attended	
3. Diploma (1 Original and 2 certified true copies certified by the School Head)	School attended	
4. Transmittal from School (1 original and 2 photocopies)	School attended	
5. Special Order, <i>if graduate from Private Schools</i> (1 Original and 2 photocopies certified by the School Head)	School attended	
6. Latest passport size ID Pictures(2 copies)	Client	
7. Documentary Stamp (2 copies)	Client	
For Undergraduates:		
1. Indorsement from the School (1original and 2 photocopies)	School attended	
2. Student Permanent Record –Form 137 (1 original and 2 photocopies)	School attended	
3. Certification of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)	School attended	
4. Latest Passport sized ID picture (2 copies)	Client	
5. Documentary Stamp (2 copies)	Client	
For ALS/PEPT:		
1. Certification from Bureau of Education Assessment (BEA)(1 original and 2 photocopies)	Central Office - BEA	
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)	BEA/ SDO	
3. Certification from Schools Division Office (1 original and 2 photocopies)	SDO	
4. Latest Passport sized IDpicture (2 copies)	Client	
5. Documentary Stamp (2 copies)	Client	
Additional requirements for representative:		
1. Authorization Letter (If the requesting party is not the record owner) (1 original copy)	Client / Authorized Representative	
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) 4. Valid ID				
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	Angel Marie Cabauatan, Job Order /Carol Leonillo, ADAS III
	1.2. Assign specific CAV number and print 2 copies of CAV certificates	None	5 minutes	Angel Marie Cabauatan, Job Order /Carol Leonillo, ADAS III
2. Verify the accuracy of the data encoded to CAV certificate then return to the processor	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	Angel Marie Cabauatan, Job Order /Carol Leonillo, ADAS III
	2.2 Forward printed CAV to Records Officer/AOV for initial, CAO of Administrative Services for signature	None	15 minutes	Angel Marie Cabauatan, Job Order /Carol Leonillo, ADAS III
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	Peter John Balani, ADA VI

	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	Peter John Balani, ADA VI
Total		None	50 minutes	