



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 21 2023

MEMORANDUM

**REFRESHER ON THE BASIC PROCEDURES OF RECORDS KEEPING  
IN THE SDO AND SCHOOLS LEARNING SERIES 1:  
CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV)  
OF BASIC SCHOOL RECORDS FOR PUBLIC SCHOOLS**

To: OIC-Assistant Schools Division Superintendent/  
Chief Education Supervisor, School Governance and Operation Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. This Office announces the conduct of the above-captioned activity for personnel handling the processing of Certification, Authentication and Verification (CAV) of basic school records. The objective is to recognize the standard procedure/s to be observed in CAV application throughout the Division and adhere with the strict implementation of the said procedure/s. The said activity will be conducted on July 25, 2023, Tuesday, from 8:00 am to 4:00 pm.
2. Relative to this, please refer to the attached program for further details.
3. Immediate and wide dissemination of this Memorandum is desired.

For:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:

**NOEMI A. VALDEZ**  
Administrative Officer V  
Officer-In-Charge

Encl.: As stated  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAININGS PROGRAMS

LVR / Basic Procedures of Records Keeping Learning Series 1

231 / July 20, 2023

UN-2023-231



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
(02) 8805-9935, (02) 8805 - 9940  
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CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV)  
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4<sup>th</sup> Floor Conference Room, SDO Muntinlupa City  
July 25, 2023

| <b>Time</b>       | <b>Activity</b>                                                                                                                                                                                                    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 – 8:30 am    | Registration/Preliminaries                                                                                                                                                                                         |
| 8:31 – 9:00 am    | Opening Program<br><br><b><i>Evangeline P. Ladines CESO V</i></b>                                                                                                                                                  |
| 9:01 – 12:00 noon | Certification, Authentication and Verification<br>of Basic School Records for Public Schools<br><br><b><i>Precious M. Villareal</i></b><br>Administrative Office V, Records Section, DepEd NCR                     |
| 12:01 – 1:00 pm   | Lunch Break                                                                                                                                                                                                        |
| 1:01 – 3:00 pm    | Continuation of the Certification, Authentication and<br>Verification of Basic School Records for Public Schools<br><br><b><i>Precious M. Villareal</i></b><br>Administrative Office V, Records Section, DepEd NCR |
| 3:01 – 4:00 pm    | Closing Program<br><br><b><i>Noemi A. Valdez</i></b><br>Administrative Officer V, SDO – Muntinlupa City                                                                                                            |