



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 07 2026

MEMORANDUM
No. 407 s. 2026

**REGISTRATION OF AUTHORIZED PROCESSORS FROM THE SCHOOL,
DIVISION AND REGIONAL OFFICES FOR THE ONLINE CERTIFICATION,
AUTHENTICATION AND VERIFICATION APPLICATION SYSTEM (OCAVAS)**

To : Assistant Schools Division Superintendent
Administrative Officer V
Public Elementary and Secondary School Heads
Public Elementary and Secondary Administrative Officer II

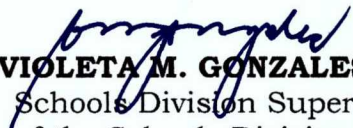
1. In reference to Memorandum OM-OUA-2026-444 from the Department of Education Central Office, this Division Memorandum is issued to provide instructions regarding the registration process for the Online Certification, Authentication and Verification Application System (OCAVAS).
2. The Registration Form may be accessed through:
<https://tinyurl.com/CAVSchoolRegistration>.
3. Registration is **strictly limited to National Administrative Personnel and City Paid Administrative Personnel. Teachers are not allowed to register** under this directive.
4. The **School Head** shall serve as the **Primary Processor** of the registration in each school.
5. The **deadline for registration is on or before September 15, 2026**. Late submissions will not be accommodated.
6. For any questions or clarifications, schools may coordinate through the SDO Records Unit via the SDO Records Unit with School Personnel Group Chat (GC).
7. All other instructions and detailed guidelines are contained in the attached Memorandum from DepEd Central Office.

NUM-2026-407



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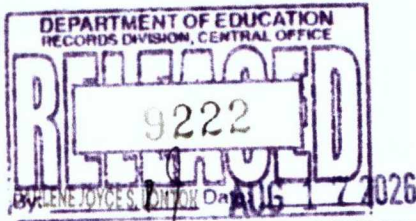
8. Immediate dissemination of and compliance with this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

PROGRAM RECORDS CAV

LVR/OCAVAS Registration
407/September 02, 2026



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

OM-OUA-2026- 444

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS
ALL OTHER CONCERNED

FROM : **ATTY. MEL JOHN I. VERZOSA**
Undersecretary for Administration

SUBJECT : REGISTRATION OF AUTHORIZED PROCESSORS FROM THE SCHOOL, DIVISION, AND REGIONAL OFFICES FOR THE ONLINE CERTIFICATION, AUTHENTICATION AND VERIFICATION APPLICATION SYSTEM (OCAVAS)

DATE : July 27, 2026

I. BACKGROUND AND RATIONALE

In reference to the attached Memorandum OM-OUA-2025-149, dated September 30, 2025, entitled *"Complete Staff Work (CSW) and Request for Clearance and Authority for the Conduct of Activities on the Enhancement of DepEd Order No. 48, s. 2017 (Policy and Procedural Guidelines (PPG) on the Certification, Authentication, and Verification (CAV) of Basic Education School Records)*, the initial registration of authorized processors from public schools in the **Online Certification, Authentication, and Verification Application System (OCAVAS)** is required to ensure system operational readiness.

To ensure that the OCAVAS works as intended, the Administrative Service-Records Division and the Information and Communications Technology Service (ICTS) successfully conducted initial User Acceptance Testing (UAT) with certifying officers from selected schools, division, and regional offices. Recent UAT sessions were also completed following Knowledge Transfer Sessions from the developer to the ICTS handlers at the Central Office.

The next steps toward implementing the revised and enhanced guidelines include collecting station handler details, initiating the registration of office handlers who will process CAV applications across all concerned governance levels, and securing approval for the corresponding DepEd Order, which is currently under review by respective offices.



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II. PURPOSE

1. This Memorandum disseminates the DepEd Records Division Station Handler Registration site for the OCAVAS for CAV processors for the schools, division, and regional offices.
2. This Registration site aims to collect registrations from five (5) CAV processors of the abovementioned governance levels, including the assigned certifying officer/head of office, to be given system access to the OCAVAS to be implemented in the fourth quarter of the year 2026.
3. The registrations shall fast-track the creation of accounts for the processors to launch and implement the system within the given timeline and in accordance with the publication of the Revised DO No. 48 s. 2017.

III. REGISTRATION ADMINISTRATION AND GUIDELINES

1. The Administrative Service - Records Division shall use the collected data to be given to the developer and upload to OCAVAS' database for accounts creation and solely for that purpose only.
2. This registration covers DepEd's non-teaching personnel responsible for the processing of all CAV-related manual processes and upon creation of the accounts shall be performing those processes on the OCAVAS.
3. Only public schools shall register as the OCAVAS is initially intended to be used by public schools and its learners.
4. All concerned personnel are requested to accomplish the registration form using their complete name, position, and their active DepEd email account.
5. The number of admins for every school, division, and regional offices to register is limited to five (5) where one is the certifying officer or head of office and the others included are back up signatories and handlers of CAV Applications.
6. For role selection on the Registration form, the "Primary Processor" role is automatically the head of office.
7. The registration forms may be accessed through:
 - a. For School: <https://tinyurl.com/CAVSchoolRegistration>
 - b. For Division: <https://tinyurl.com/CAVDivisionRegistration>
 - c. For Region: <https://tinyurl.com/CAVRegionRegistration>

Or scan the QR code below:



Address: 17th Floor, Techzone Building, Malugay St.
Brgy. San Antonio, Makati City 1209
Telephone No.: (02) 8638-1780;
Email: usecforadministration@depd.gov.ph

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School



Division



Region

8. All heads of offices concerned are requested to ensure that the personnel under their supervision are informed of this registration.
9. All registrations shall be accomplished on or before **September 15, 2026.**

IV. DATA PRIVACY AND CONFIDENTIALITY

1. Registration details shall be treated as confidential.
2. Registration data shall be directed to a designated database to be directly uploaded to the OCAVAS Station Handlers section for immediate accounts creation. These data shall also be used to monitor CAV Application processing, routing, and shall serve as essential data in case of retrieval and updating of designated OCAVAS processors when they need to be replaced in case of resignation, retirement, or other instances where they needed to be removed access from the system.
3. No individual processor shall be evaluated, ranked, or publicly identified based on their registration details.
4. All collected data from this registration shall be processed in accordance with the Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, and applicable DepEd data privacy policies.

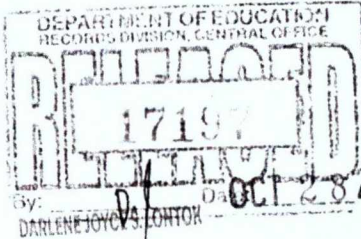
For inquiries, please contact us via email at as.rd@deped.gov.ph

Immediate dissemination and strict compliance of this Memorandum is directed.



Received: Michael Jose
Document Code: DTMP-2026-US-3509
Date & Time: 2026-08-17 09:00:42





Republic of the Philippines
Department of Education
 Administrative Service

Records Division

MEMORANDUM

OM-OUA-2025- 149

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
 Undersecretary and Chief of Staff, Office of the Secretary *as*
 Office of Sec. Trygve L. Olivera

THRU : **WILFREDO E. CABRAL**
 Undersecretary, Human Resource and Organizational Development

: **DR. MALCOLM S. GARMA**
 Undersecretary for Operations

: **DR. RONALD U. MENDOZA**
 Undersecretary for Strategic Management

FROM : **ATTY. MEL JOHN I. VERZOSA** *JIC*
 Undersecretary for Administration

SUBJECT : **COMPLETE STAFF WORK (CSW) AND REQUEST FOR CLEARANCE AND AUTHORITY FOR THE CONDUCT OF ACTIVITIES ON THE ENHANCEMENT OF DEPED ORDER NO. 48, S. 2017, ENTITLED "POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE AUTHENTICATION, VERIFICATION, AND CERTIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

DATE : **September 30, 2025**

I. BACKGROUND

The Department of Education is the custodian of school records of all learners in the basic formal and non-formal educational system and mandated to issue certifications attesting to the authenticity of such records, pursuant to DepEd Order No. 48, s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Authentication, Verification, and Certification (CAV) of Basic School Records". These certifications are issued for various

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Certificate No. PPH-015
 22-03-2025

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Records Division

purposes, including but not limited to employment overseas, migration to foreign countries, international travel, and other personal needs.

The Certification, Authentication, and Verification (CAV) of Basic School Records is one of the key frontline services of the Department of Education (DepEd), as outlined in the DepEd Citizens Charter. The current process involves multiple layers of verification of CAV request, which begins at the school level, goes through the Schools Division Offices (SDOs) and Regional Offices before reaching the Department of Foreign Affairs (DFA), which issues the final Apostille. Given the increasing number of clients availing of this service, it is essential to ensure the efficiency and effectiveness of its guidelines and compliance with relevant laws and regulations to guarantee timely, reliable, and high-quality public service delivery.

The Administrative Service - Records Division initiated the development of DepEd Order No. 48, s. 2017 and conducted various activities to evaluate its operational effectiveness and address various issues raised by Certifying Officers from Regions, Divisions, and Schools. Two major outputs have been developed, a draft DepEd Order which enhances and streamlines the existing policy and procedural guidelines and Online CAV Application System (OCAVAS).

To further improve and refine said outputs, and fully optimize the expected benefits, it is imperative to conduct three (3) more related activities. These activities serve as a follow-through to previously conducted initiatives which started from CY 2023 until the 2nd Quarter of this year.

II. SPECIFIC ACTIVITY DETAILS

The following are the pertinent details of the activities:

Activity Title/s	1st Activity – 2 nd User Acceptance Testing of the Online CAV Application System (OCAVAS) 2nd Activity – Conduct Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS) 3rd Activity – Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records
PMIS Activity Code/s	1st Activity – AC-25-AS-RD-GASS-2-015- Operational Expenses (meals expenses for CO pax) 2nd Activity – AC-25-AS-RD-GASS-2-004 3rd Activity – AC-25-AS-RD-GASS-2-005
Activity Type	■ Capacity-Building Activity (2nd activity) ■ Output-based Activity (1st and 3rd activities)

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Start and End Dates	1st Activity – October 12, 2025 2nd Activity – October 21-22, 2025 3rd Activity – November 5-7, 2025												
Venue/Platform	1st Activity – Hybrid 2nd Activity – Hybrid 3rd Activity – In-person for Central Office participants												
Mode of Delivery	☒ In-person - (3 rd activity) ☐ Online ☒ Hybrid (1 st & 2 nd activities, Central Office participants, in-person while Field office participants, online) ☐ Others, please specify: _____												
Gender-Related Information	Number of Target Participants Disaggregated by Sex <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>1st Activity</td> <td style="text-align: center;">8</td> <td style="text-align: center;">11</td> </tr> <tr> <td>2nd Activity</td> <td style="text-align: center;">8</td> <td style="text-align: center;">11</td> </tr> <tr> <td>3rd Activity</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> All participants, regardless of gender, will have equal opportunities to review, provide feedback, participate and share their thoughts to achieve the project objectives.		Male	Female	1st Activity	8	11	2nd Activity	8	11	3rd Activity	9	10
	Male	Female											
1st Activity	8	11											
2nd Activity	8	11											
3rd Activity	9	10											

III. Budgetary Requirement

The following is the allocated budget for each activity:

Activity	Title	Budget
1 st	2 nd Virtual User Acceptance Testing of the Online CAV Application System (OCAVAS)	Meals for 13 pax will be charge against the Operational Funds of Records Division
2 nd	Virtual Training for the Pilot Testing of the Online CAV Application System (OCAVAS)	14,950.00
3 rd	Writeshop for the Finalization of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records	160,900.00

- There will be no financial implication on the conduct of these activities to other programs of the Strand. The creation of the said DO was initiated, executed, implemented, and monitored by the Administrative Service-Records Division as part of its mandate.

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- With all the necessary and allowable expenses included in the approved budget estimate for the activities, no excess/extra expenses will be incurred during the conduct of the activities.
- As to allocative efficiency in addressing priority needs and maximizing benefits to be gained vis a vis expenses.

The program highlights innovation and policy guidelines enhancement of CAV processing, covering a wide scope across Schools, Division and Regional offices of the department. It involves security measures, streamlined procedures to reduce redundancies, and integration of automated processing system to increase operational efficiency. Thereby, if implemented properly the benefits may outweigh the costs that will be incurred.

- All expenses to be incurred in this activity shall be charged against the approved GASS Fund of the Records Division, except for the travelling expenses of participants from Field Offices which will be charged against their respective local funds.

IV. OBJECTIVES

The following are the objectives in conducting the remaining CAV activities.

1. Enhance and streamline the policy and procedural guidelines to address current gaps and challenges identified by certifying officers, who serve as the primary implementers of the existing DepEd Order;
2. Integration of automated solutions that are responsive and adaptable, keeping pace with rapid technological advancements to deliver faster, more accessible, and effective services to stakeholders;
3. Align the policy guidelines with current DepEd thrust and existing related laws, regulations, and administrative mandates to ensure compliance and uphold commitment to public service; and
4. Strengthen security and monitoring measures to promote a dependable, transparent, and red tape-free document processing system.

V. EXPECTED OUTPUT

1. Final User Acceptance Testing (UAT) of the newly developed Online CAV Application System (OCAVAS) for pilot testing;
2. Final copy of the Revised DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records for vetting of the management; and

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3. Conducted training of Certifying Officers on the operations of OCAVAS for the Pilot Testing of the Online CAV Application System (OCAVAS).

VI. JUSTIFICATION

The core objective of this initiative is continuous improvement of public service delivery by enhancing policy guidelines to make them more relevant, effective, secure, monitored, and fully compliant with existing laws, regulations, and the overall thrusts and strategic priorities of the Department.

After nine (9) years of implementing the current Order, a comprehensive review is timely and imperative to evaluate its effectiveness and to undertake enhancement by streamlining the processes from school, division and regional offices and integrating automated system to complement the existing manual procedures. These improvements will significantly reduce turnaround times and address issues associated with manual processing, such as delays, human error, and vulnerability to fraud. It also enhances service accessibility, provides client convenience, and fosters greater trust among the growing number of CAV applicants.

The Records Officers and Certifying Officers in field offices will undergo training to equip them with the necessary knowledge and skills, thus, they will effectively fulfill their responsibilities as custodians of learners' academic records and ensure the accurate and secure issuance of reliable CAV documents.

VIII. SKELETON WORKFORCE (RECORDS DIVISION)

The number of existing personnel of the Administrative Service-Records Division is seventeen (17) and only five (5) personnel will be participating in this activity, hence twelve (12) personnel will be the skeleton workforce of the office.

Of the five (5) participants, two (2) are members of the Technical Working Group for the CAV enhancement and will also function as Program Facilitators while the other three (3) participants will be the technical staff & secretariat.

VIII. STATEMENT OF REQUEST

In reference to Office Order CO-OSEC-2025-167 entitled "Supplemental Guidelines to OO-OSEC-2024-316, "Guidelines on the Conduct of and Participation in Capacity-Building Activities, and Strategic and Operational Planning Organized by the DepED Central Office Strands", the Administrative Service-Records Division respectfully requests for the following:

1. Clearance and approval for the conduct of the remaining three (3) related activities including the changes or updated schedules to achieve expected outputs.

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2. Clearance and approval for the conduct of related Planning and Assessment activities as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – by the Strategic Management Strand (Undersecretary for Strategic Management)
3. Clearance and approval for the conduct of Capacity-Building and Professional Development related activity as per paragraph no. 3 of Office Order OO-OSEC-2025-167 – *by the* Human Resource and Organizational Development (HROD) strand (Undersecretary of HROD)
4. *Clearance and approval for the participation of selected participants from Field Offices for the three (3) activities -by the* Operations Strand (Undersecretary for Operations)

IX. ATTACHMENTS

Attachment 1:

- Concept Note for the Enhancement of DepEd Order no. 48, s 2017, Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records.

Attachment 2:

- Approved Activity Request (AR) with Budget Allotment
- Updated date and signatory of Budget Estimates for 2nd and 3rd Activities (the same amount as per approved AR)
- Updated Lists of Participants
- Updated Program of Activities
- Copy of approved Work and Financial Plan (WFP) & Annual Procurement Plan (APP).

Attachment 3: Supporting documents for the previously conducted activities.

- Memorandum dated May 13, 2025, Completed Staff Work (CSW) and Request for Clearance for the Data Gathering for the Pilot Testing of the OCAVAS.
- Memorandum, dated May 07, 2025, Data for the Pilot Testing of the Online Certification, Authentication and Verification Application System (OCAVAS)
- Memorandum, dated May 7, 2025, User Acceptance Testing (UAT) for the OCAVAS
- Memorandum dated January 24, 2025, Request for Comments on the Draft DepEd Order Titled, "Revised Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.
- Memorandum dated September 10, 2024 Writeshop on the Finalization of the Amendments to DepEd Order No. 48, s. 2017 and Development of Electronic Policy and Procedural Guidelines on CAV of Basic Education Academic School Records.
- Memorandum dated October 05, 2023, Digitization of the Certification, Authentication and Verification (CAV) of Basic Education Academic School Records.

For the Undersecretaries' kind consideration and approval.

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TIME: 4:17			



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W 8/25/26 - 1:00pm
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

From deped paranaque <deped.paranaque@deped.gov.ph>

Date Mon 8/24/2026 1:39 PM

To DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>

Cc SDO VALENZUELA <sdovalenzuela@deped.gov.ph>; SCHOOLS DIVISION OFFICE QUEZON CITY <sdo.quezoncity@deped.gov.ph>; DEPED MANILA <sdo.manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; OSDS PASIG CITY <osds.sdopasigcity@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuancity@deped.gov.ph>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; SDO TAPAT <sdo.tapat@deped.gov.ph>

Acknowledged.

On Mon, Aug 17, 2026 at 11:09 AM DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph> wrote:

Dear Sir/Ma'am,

Good day!

Please see the attached file for immediate dissemination and strict compliance.
Kindly acknowledge receipt of this email.

Thank you and best regards.

From: Records Division <as.rd@deped.gov.ph>

Sent: Monday, August 17, 2026 9:44 AM

To: RECORDS DEPED RO1 <rs.region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED IV-B MIMAROPA <region4b@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; RECORDS REGION8 <records.region8@deped.gov.ph>; DEPED REGION IX ADMIN-RECORDS <region9.admin-records@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; RECORDS NCR <records.ncr@deped.gov.ph>; RECORDS REGION12 <records.region12@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>

Cc: Rosemarie Moscoso <rose.moscoso@deped.gov.ph>; Marilou Cusi <marilou.cusi@deped.gov.ph>; Ashbei Andrea Sinsoa <ashbei.sinsoa@deped.gov.ph>; Records Division <as.rd@deped.gov.ph>

Subject: Registration of Authorized Processors for the Online Certification, Authentication and Verification Application System (OCAVAS)

Registration of Authorized Processors from the School, Division, and Regional Offices for the Online Certification, Authentication and Verification Application System (OCAVAS).

In line with the implementation of the enhanced Certification, Authentication, and Verification (CAV) process, all concerned non-teaching personnel responsible for CAV-related transactions are requested to accomplish the appropriate registration form using their complete name, position, and active DepEd email account. The registration aims to facilitate the creation of OCAVAS accounts and ensure operational readiness of the system.

Please note that each school, division, and regional office may register up to five (5) authorized processors, including the Head of Office/Certifying Officer and designated backup signatories or handlers. All registrations must be completed on or before **September 15, 2026**.

For your information, guidance, and appropriate action.

Kindly disseminate to your respective division offices and school heads.

Thank you.

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Records Division - Administrative Service
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