



Records Section Frontline Services

Type of Frontline Service	Client/Requesting Party	Documentary Requirement	Step/Procedure	Forms to Fill up	Fees	Processing Time	Office/Person Responsible
Request for Certification, Authentication, and Verification (CAV)	<ul style="list-style-type: none"> NKP, Transferees/Enrollees to Foreign Countries DepED CALABARZON Elementary and Secondary Graduates 	<ol style="list-style-type: none"> Diploma (Original with 2 Xerox Copies) Transcript of Records (Original with 2 Xerox Copies) (F-137) Certification of Graduation from School/Division Office Certification of School last attended (undergraduate) List of Graduates (Duty certified by Authorized Person) -for public schools Copy of Special Order for Graduation (Authenticated) -for private schools 2x2 latest ID picture Birth Certificate/ Authenticated (NSO) with Xerox Copy <p>Note:</p> <ul style="list-style-type: none"> Lost Diploma maybe replaced by another diploma properly issued by the school concerned and the signing officials be paraphrased by placing 	<ol style="list-style-type: none"> Receive application for CAV Evaluate submitted pertinent documents Verify from the list of graduates (public) and copy of special order (private) submitted by the concerned school of name of the applicant Filled out the claim stub Issue claim stub to applicant for DFA release Prepare CAV for signature by Regional Director/ Authorized Official/s Authorized Official signs CAV Transmit CAV to DFA Authorized courier (DHL) 	CAV Form	None	10-15 minutes	<ul style="list-style-type: none"> Lourdes Guicho Armin Nenita





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



		<p>“Sgd”. Marked <u>SECOND COPY</u> and certified correct by a responsible school official/head of the school, supported by a notarized Affidavit of Loss and the usual certification, sample forms attached.</p> <ul style="list-style-type: none">• Applicant claims processed CAV from DFA after 5 working days.• Authentication fee of Php 100 to be paid upon claiming the documents at DFA.• Documents maybe released on the scheduled date of release at least four (4) working days.• All unclaimed documents will be disposed of after three (3) months from the schedule date written on the stub.					
--	--	---	--	--	--	--	--

Noted:

Lourdes D. Barrientos
Administrative Officer V

