



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



**Regional Memorandum**

**SUBMISSION OF LIST OF GRADUATES AND REPORT ON PROMOTION AND LEARNING  
PROGRESS AND ACHIEVEMENT (SCHOOL FORM 5)**

To: **Schools Division Superintendents**

1. This is to reiterate compliance to DepEd Order No. 48, s. 2017, on the "Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records" Section V. No. 10., that all Schools Division Offices shall submit the List of graduates and Report on Promotion and Learning Progress and Achievement (School Form 5).
2. In line with this, the submission of the said List of graduates and School Form 5 must be in soft copy using the link in Annex A on the dates mentioned in the reference DepEd Order. The files should be saved as pdf/jpeg file with filename format SF5\_SDO\_Name of School\_20-21 (e.g. SF5\_SDO Rizal\_Dalig Elementary School\_20-21).
3. Please see attached pertinent pages of this DepEd Order for your reference.
4. For inquiries, please contact the Records Section at [record.calabarzon@deped.gov.ph](mailto:record.calabarzon@deped.gov.ph) and contact number 02-8682-7773 loc. 484.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

*fc-30-21*



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

Trunkline: 02-8682-5773/8684-4914/8647-7487  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Document Inquiry : <https://r4a-teadoc.com/inquire>  
Facebook: DepEd R-4A Calabarzon



**Annex A – List of Access Links per Schools Division Office**

Schools Division Office	Access Link
Antipolo City	<a href="https://bit.ly/SDO-Antipolo-SF5nGraduates">bit.ly/SDO-Antipolo-SF5nGraduates</a>
Bacoor City	<a href="https://bit.ly/SDO-Bacoor-SF5nGraduates">bit.ly/SDO-Bacoor-SF5nGraduates</a>
Batangas	<a href="https://bit.ly/SDO-Batangas-SF5nGraduates">bit.ly/SDO-Batangas-SF5nGraduates</a>
Batangas City	<a href="https://bit.ly/SDO-BatangasCT-SF5nGraduates">bit.ly/SDO-BatangasCT-SF5nGraduates</a>
Binan City	<a href="https://bit.ly/SDO-Binan-SF5nGraduates">bit.ly/SDO-Binan-SF5nGraduates</a>
Cabuyao City	<a href="https://bit.ly/SDO-Cabuyao-SF5nGraduates">bit.ly/SDO-Cabuyao-SF5nGraduates</a>
Calamba City	<a href="https://bit.ly/SDO-Calamba-SF5nGraduates">bit.ly/SDO-Calamba-SF5nGraduates</a>
Cavite	<a href="https://bit.ly/SDO-Cavite-SF5nGraduates">bit.ly/SDO-Cavite-SF5nGraduates</a>
Cavite City	<a href="https://bit.ly/SDO-CaviteCT-SF5nGraduates">bit.ly/SDO-CaviteCT-SF5nGraduates</a>
Dasmarinas City	<a href="https://bit.ly/SDO-Dasmarinas-SF5nGraduates">bit.ly/SDO-Dasmarinas-SF5nGraduates</a>
General Trias City	<a href="https://bit.ly/SDO-GeneralTrias-SF5nGraduates">bit.ly/SDO-GeneralTrias-SF5nGraduates</a>
Imus City	<a href="https://bit.ly/SDO-Imus-SF5nGraduates">bit.ly/SDO-Imus-SF5nGraduates</a>
Laguna	<a href="https://bit.ly/SDO-Laguna-SF5nGraduates">bit.ly/SDO-Laguna-SF5nGraduates</a>
Lipa City	<a href="https://bit.ly/SDO-Lipa-SF5nGraduates">bit.ly/SDO-Lipa-SF5nGraduates</a>
Lucena City	<a href="https://bit.ly/SDO-Lucena-SF5nGraduates">bit.ly/SDO-Lucena-SF5nGraduates</a>
Quezon	<a href="https://bit.ly/SDO-Quezon-SF5nGraduates">bit.ly/SDO-Quezon-SF5nGraduates</a>
Rizal	<a href="https://bit.ly/SDO-Rizal-SF5nGraduates">bit.ly/SDO-Rizal-SF5nGraduates</a>
San Pablo City	<a href="https://bit.ly/SDO-SanPablo-SF5nGraduates">bit.ly/SDO-SanPablo-SF5nGraduates</a>
Sta. Rosa City	<a href="https://bit.ly/SDO-SantaRosa-SF5nGraduates">bit.ly/SDO-SantaRosa-SF5nGraduates</a>
Tanauan City	<a href="https://bit.ly/SDO-Tanauan-SF5nGraduates">bit.ly/SDO-Tanauan-SF5nGraduates</a>
Tayabas City	<a href="https://bit.ly/SDO-Tayabas-SF5nGraduates">bit.ly/SDO-Tayabas-SF5nGraduates</a>





Republic of the Philippines  
**Department of Education**

25 AUG 2017

DepEd ORDER  
No. **48**, s. 2017

**POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION,  
AUTHENTICATION AND VERIFICATION OF BASIC  
EDUCATION SCHOOL RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy and Procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic Education School Records**.
2. This DepEd Order aims to provide proper and appropriate guidance and direction to all concerned with a standard and uniform policy, procedures, and guidelines in the processing of CAV transactions pertaining to Basic Education School Records.
3. All other DepEd issuances, rules, and regulations, which are inconsistent with these guidelines and procedures are deemed amended accordingly upon its effectivity.
4. This Order shall take effect immediately upon its approval.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

To be indicated in the Perpetual Index  
under the following subjects:

AUTHENTICATION  
CERTIFICATION  
LEARNERS  
POLICY

PROCEDURE  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS

MCR/DO-Policy and Procedural Guidelines...  
0784/August 22, 2017

DepEd Complex, Meralco Avenue, Pasig City 1600



633-7208/633-7228/632-1361



636-4876/637-6209



www.deped.gov.ph



10. All Schools Division Offices shall submit the following documents (in soft and / or hard copy) to their respective DepEd Regional Offices:

- a. Enrolment List per school within 60 days after the opening of classes;
- b. List of School Graduates and School Form 5 (Report on Promotion and Learning Progress and Achievement), not later than 30 days from the date of graduation; and in the case of graduates from private secondary schools, the List of Graduates with Special Order Number; and
- c. Updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes.

11. All Regional Offices shall submit to the DFA thru its official e-mail accounts ([ff.fetalco@oca.dfa.gov.ph](mailto:ff.fetalco@oca.dfa.gov.ph) or [authenticationdfa@gmail.com](mailto:authenticationdfa@gmail.com)) its updated list of authorized signatories on CAV with their specimen signatures.

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