



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

13 August 2024

**Regional Memorandum**  
No. 557, s. 2024

**VIRTUAL ORIENTATION AND IMPLEMENTATION OF THE  
USABILITY OF ONLINE APPOINTMENT AND PRE-  
ASSESSMENT OF CERTIFICATION, AUTHENTICATION  
AND VERIFICATION (CAV) APPLICATIONS**

To: **Schools Division Superintendents  
Division Records Officers  
School Heads, Public and Private Schools  
Registrars, Public and Private Schools  
All Other Personnel Concerned**

1. In accordance with DepEd Order No. 48, s. 2017 "Policy and Procedural Guidelines on the Certification, Authentication, and Verification of Basic School Records," the DepEd CALABARZON aims to provide proper information and guidance to schools in the processing of CAV transactions and how to efficiently deliver this service to its clientele. In connection with this, the Administrative Services Division – Records Section in collaboration with the Office of the Regional Director – Information Communication and Technology Unit will conduct a Virtual Orientation and Implementation of the Usability of Online Appointment and Pre-Assessment of CAV Applications on August 15-16, 2024, via YouTube.
2. This activity seeks to achieve the following:
  - a. give proper information and guidance to all officials and personnel concerned in the processing of request for CAV;
  - b. automate / digitize the requests, processes and procedures in handling CAV transactions; and
  - c. discuss how the online CAV appointment works through a video explainer.
3. Participants in this activity are the, SDO Records Officers, Schools Heads and Registrars from Public and Private Schools.
4. A virtual link will be sent to the SDO Records Officers and Private School Coordinators.

08/ROA/R1



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Certificate No. PHP QMS  
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5. The schedule of each SDOs are as follows:

<b>SDO</b>	<b>Date/Time</b>
Antipolo City	August 15, 2024, 9AM
Bacoor City	August 15, 2024, 9AM
Batangas City	August 15, 2024, 9AM
Batangas Province	August 15, 2024, 9AM
Binan City	August 15, 2024, 9AM
Cabuyao City	August 15, 2024, 9AM
Calamba City	August 15, 2024, 1 PM
Cavite City	August 15, 2024, 1 PM
Cavite Province	August 15, 2024, 1 PM
Dasmaringas City	August 15, 2024, 1 PM
General Trias City	August 15, 2024, 1 PM
Imus City	August 16, 2024, 9AM
Laguna Province	August 16, 2024, 9AM
Lipa City	August 16, 2024, 9AM
Lucena City	August 16, 2024, 9AM
Quezon Province	August 16, 2024, 9AM
Rizal Province	August 16, 2024, 1PM
San Pablo City	August 16, 2024, 1PM
San Pedro City	August 16, 2024, 1PM
Santa Rosa City	August 16, 2024, 1PM
Sto. Tomas City	August 16, 2024, 1PM
Tanauan City	August 16, 2024, 1PM
Tayabas City	August 16, 2024, 1PM

6. For other questions, please coordinate with the Records Section at [record.calabarzon@deped.gov.ph](mailto:record.calabarzon@deped.gov.ph).

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director 

  
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