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|  | Commission on Higher Education Office of Student Development and Services Services **International Student Affairs Division**  **3RD H.E.D.C. Building, C.P. Garcia Ave., UP Diliman** Quezon City **Tel #: (02)441-1220** | | |
| One-Stop Service Center for Overseas Filipino Workers (OSSCO)  (formerly Philippine Seafarers’ One-Stop Processing Center) | | | |
| ISAD FORM(for OSSCO use only) | | Title: APPLICATION FORM FOR CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) (ISAD FORM - 1) | |
| Revision No.: 2 | Checked by: ISAD |
| Page 1/1 | | Revision Date: October 3, 2016 | Issued by: OSDS |

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| **Name of Applicant** |  | | | | | | |
|  | Age:\_\_\_\_\_ | | Gender: | Male | | Female | |
| **Present Address:** |  | | | | | | |
| **Provincial Address (if any):** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Contact Numbers:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **E-Mail Address** |  | | | | | | |
| **Birth Date**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **BirthPlace:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | | | | | | |
| **Name of School Graduated from:** |  | | | | | | |
| **School Address**: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Program:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Date Graduated:** | |  | | | | |
| **Purpose for applying:** | Sea based (SRC/SIRB) Others, Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Land based (DFA “red ribbon”)  What country? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How many copies of CAV? \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Enclosures (please check upon presentation of the original copy):   1. Official Transcript of Records 3. Certification 2. Diploma 4. Clinical Experience for BSN | | | | | | | Applicant’ Signature or Authorized Representative Signature  (Printed Name Over Signature) |
| ***Date Applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | | | |
| ***(This portion to be filled-up by CHED-OSDS staff)*** | | | | | | | |
| Application  Received by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Remarks: | | | | | |
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BACK OF THE APPLICATION FORM

**Requirements:**

1. Accomplished Application form (available at [www.ched.gov.ph](http://www.ched.gov.ph), Office of Students Development and Services (OSDS), or at the CHED Booth at the Philippine Overseas Employment Administration, Blas Ople Building, EDSA corner Ortigas Avenue, Mandaluyong City)
2. Original copies of Transcript of Records and Diploma
3. Two (2) sets of photocopies of Transcript of Records (T.O.R)
4. Two (2) sets of photocopies of Diploma
5. Certification from Higher Education Institution (HEI)

**Schedule of the Availability of Service:**

Monday to Friday

8:00 am to 5:00 pm

**Fees:**

Php 80.00 per copy

**Total/Maximum Duration of Process:**

Fifteen (15) Days depending on the verification of CHED Regional Offices or concerned Higher Education Institutions.

**Instructions:**

1. Files the application at the International Students Affairs Division (ISAD) Staff, Office of Student Development and Services (OSDS) or CHED Booth at the Philippine Overseas Employment Administration, Blas Ople Building, EDSA corner Ortigas Avenue, Mandaluyong City.
2. Pays the Fee to the Cashier or CHED authorized personnel at the CHED Booth, POEA.
3. Submits the accomplished application form with the attached school credentials to the ISAD Staff and receives claim stub, provisional receipt or official receipt.
4. Follows-up thru phone to OSDS.
   * If OFW (Sea-based), Picks – up the C.A.V. and documents at the OSDS.
   * If OFW (Land-based), follows-up with OSDS the Control No. and Houseway Bill and date of release to the Department of Foreign Affairs (DFA).
     + Picks-up the CAV and documents with red ribbon upon application for authentication and payment to DFA.