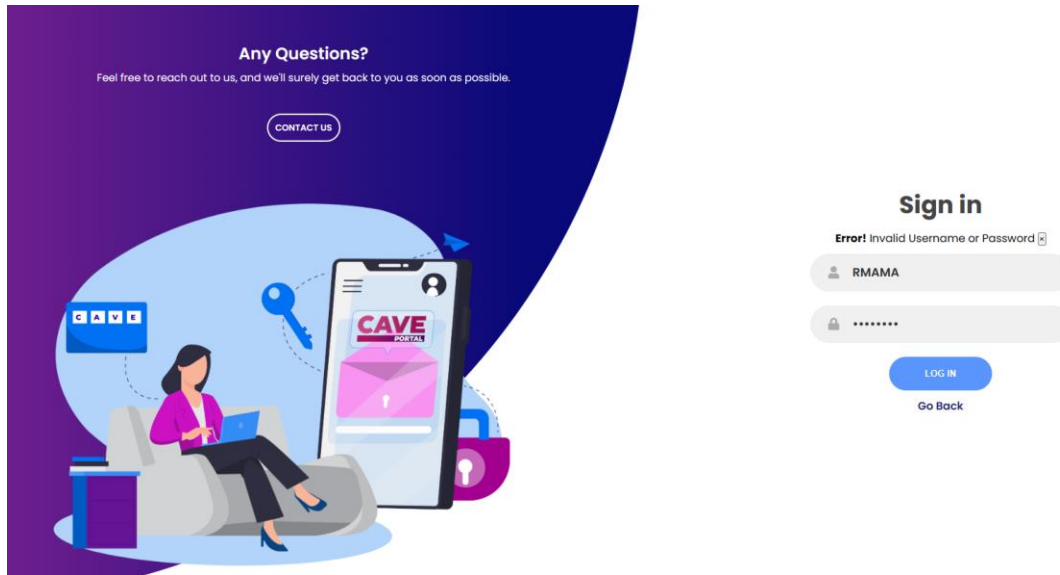


## CAVE PORTAL MANUAL

### How to verify a verification request.

1. Login to : <https://ceumlregistrar.com/caveportal/login>



2. Select the transaction you want to verify then click :



SHOW 10 ENTRIES

Search:

| Verifier  | Transaction Number | Student Fullname                        | Submitted Degree   | Submitted Campus | Date Added                 | Consent Forms | Document Forms | Valid ID | Status                       | Admin Actions                              |
|---|--------------------|---|--|------------------|----------------------------|---------------|----------------|----------|------------------------------|--|
| accusourcehr:<br>mike velasco-<br>mvelasco@accusourcehr.com                           | CAVE63ebf0ca7ead   | KURT STEPHEN<br>GUTIERREZ<br>PAREDES    | B.S. in Business<br>Administration (Major in<br>Financial Management)  | MNL              | 2023-02-<br>14<br>21:37:16 |               |                |          | PENDING<br>FOR COUNTER-CHECK | Information<br>Verify<br>On Hold<br>Denied |
| Argus Screening Corporation:<br>Jackelyn Labastida-<br>jacky.labastida@arguscheck.com | CAVE63eb71ab96f9   | Katrina Elaine S<br>Lim                 | Bachelor of Science in<br>Nursing  | MNL              | 2023-02-<br>14<br>11:34:03 |               |                |          | PENDING<br>FOR COUNTER-CHECK | Information<br>Verify<br>On Hold<br>Denied |
| CIBI Information :<br>Mary France Celada-<br>mcelada@cibi.com.ph                      | CAVE63eb537c59c64  | GISALA<br>GILMAN<br>ALBAO               | B.S. in Commerce (Major in<br>Management)  | MNL              | 2023-02-<br>14<br>09:25:16 |               |                |          | PENDING<br>FOR RECORDS CHECK | Information<br>Verify<br>On Hold<br>Denied |
| CIBI Information Inc.:<br>Jay-Ar Peralmino-<br>jperalmino@cibi.com.ph                 | CAVE63ec3e6d3029a  | JUSTIN<br>MARWIN<br>SALONGA<br>REALISTA | Bachelor of Science in<br>International Hospitality<br>Management<br>(Specialization in Hotel,<br>Restaurant and | MNL              | 2023-02-<br>15<br>02:07:41 |               |                |          | PENDING<br>FOR COUNTER-CHECK | Information<br>Verify<br>On Hold           |

AK forms/ALBAO.pdf

3. Input the correct information on the box below. (Leave Blank if not applicable)

| Information Supplied by Verifier  | Verified Information from Records   |
|---|---|
| <b>Last Name:</b> PAREDES<br><b>First Name:</b> KURT STEPHEN<br><b>Middle Name:</b> GUTIERREZ<br><b>Birthdate:</b> 1998-09-08<br><br><b>Course:</b> B.S. in Business Administration (Major in Financial Management)<br><b>Year Graduated:</b> 2018-03-30<br><b>Year Last Enrolled:</b> 2018-03-30<br><b>Campus:</b> CEU MNL | <b>Verified Name:</b><br>KURT STEPHEN GUTIERREZ PAREDES<br><br><b>Verified Campus:</b><br>MNL<br><br><b>Verified Degree:</b><br>B.S. in Business Administration (Major in Financial Management)<br><br><b>Education Status:</b> <a href="#">Reset</a><br>Graduate<br><br><b>Verified Date of Entrance:</b><br>2014-06-09<br><br><b>Entrance School Year and Semester:</b><br><br><br><b>Verified Date of Graduation:</b><br>2018-03-27<br><br><b>Last Attended School Year and Semester:</b><br><br><br><b>Checked By:</b><br>- |

4. Press verify to send the results to the verifier via email (automated)

### Verification Data

| Transaction Details   | Verifier Information   | Verification Actions  |
|---|--|---|
| <b>Number:</b> CAVE63ebff0ca7ead<br><b>Date Added:</b> 2023-02-14 21:37:16<br><b>Date Completed:</b><br><b>Remarks:</b><br><br><b>Status:</b> <span>PENDING</span> <span>FOR COUNTER-CHECK</span> | <b>Name:</b> mike velasco<br><b>Company:</b> accusourcehr<br><b>Country:</b> PH<br><b>Email Address:</b> mvelasco@accusourcehr.com | <b>Verify</b> <input checked="" type="checkbox"/><br><b>Hold</b> <input type="checkbox"/><br><b>Deny</b> <input type="checkbox"/> |

## Resending the result to the Verifier:

### 1. On Dashboard click on approved application:

The screenshot shows the CAVE Admin Dashboard. On the left sidebar, there are links for 'My Dashboard', 'Reports', 'CAVE Map', and 'Log out'. The main content area is titled 'Dashboard' and includes three summary cards: 'Office Verification Report' (6 pending, 22 applications this month, 16 completed), 'Breakdown of Verification Remarks' (3 on hold, 3 denied, 10 verified), and 'View Other Monthly Report' (with a date selector and 'Submit' button). Below these cards is a summary bar with counts: Pending Application (6), Approved Application (10, circled in red), On Hold Application (3), and Denied Application (3). Under 'Recent Applications | Today', there is a section for 'PENDING APPLICATIONS' with a search bar and a table header. The table header includes columns: Verifier, Transaction Number, Student Fullname, Submitted Degree, Submitted Campus, Date Added, Consent Forms, Document Forms, Valid ID, Status, and Admin Actions.

### 2. Select the transaction you want to resend the verification result and click resend email.

The screenshot shows the CAVE Admin Dashboard with the 'Approved Applications' section selected. The summary bar shows: Pending Application (5), Approved Application (10), On Hold Application (2), and Denied Application (5). Under 'Recent Applications | Today', there is a section for 'APPROVED APPLICATIONS' with a search bar and a table. The table has the same columns as the one in the previous screenshot. The first row is highlighted, and the 'Resend Email' button in the 'Admin Actions' column is circled in red. The table data is as follows:

| Verifier   | Transaction Number | Student Fullname         | Submitted Degree  | Submitted Campus | Date Added          | Consent Forms | Document Forms | Valid ID | Status                        | Admin Actions               |
|--|--------------------|--------------------------|---|------------------|---------------------|---------------|----------------|----------|-------------------------------|-----------------------------|
| BANK OF COMMERCE: CAMILE PASCUAL-CPASCUAL@BANKCOM.COM.PH                               | CAVE63e445c580268  | CHRISTIAN PAZ CULALA     | B.S. in Commerce (Computer Science & Information System)        | MNL              | 2023-02-09 01:00:53 | ✓             | ✓              | ✓        | VERIFIED<br>FOR RECORDS CHECK | Information<br>Resend Email |
| cgsvverification: Rhoda Aguilar-rcbolasoc@ceu.edu.ph                                   | CAVE63e3548b41262  | Reymart Catalig Bolasoc  | Bachelor of Science in Information Technology                   | MLS              | 2023-02-08 07:51:39 | ✓             | ✓              | ✓        | VERIFIED<br>FOR RECORDS CHECK | Information<br>Resend Email |
| CIBI INFORMATION INC.: ALONA BATULAN-abatan@cibi.com.ph                                | CAVE63e9a47f5ff6c  | NANCY DEL MORAL DELA PAZ | Bachelor of Science in Home Economics (Major in Foods)          | MNL              | 2023-02-13 02:46:23 | ✓             | ✓              | ✓        | VERIFIED<br>FOR RECORDS CHECK | Information<br>Resend Email |
| Comprehensive Credit Services Incorporated: Chery Marie Sina-ccsicherry.sina@gmail.com | CAVE63e5f6b8382c0  | Anna Paula Santos Perez  | B.S. in Business Administration (Major in Marketing Management) | MNL              | 2023-02-10 07:48:08 | ✓             | ✓              | ✓        | VERIFIED<br>FOR RECORDS CHECK | Information<br>Resend Email |

### **ON HOLD or REJECTED VERIFICATION**

Once you click ON HOLD or REJECTED you will be asked for the reason or remarks which in turn will be sent to the client as well.