

3. Certification, Authentication, Verification (CAV)

Official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the DepEd and the DFA pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for the following applicable purposes required by DFA: (a)Employment abroad; (b)Seaman's Book/Seafarer's Registration Certificate; (c)Migration abroad; (d)Student visa; (e)Tourist visa; (f)Fiancé visa; (g)Descendant's visa; (h)Reimbursement of education allowance / tuition feed of children of Overseas Filipino Workers (OFW); (i)Such other purposes as maybe required inwriting by the DFA.

Office or Division:	Records Unit
Classification:	Simple
Types of transaction:	G2C – Government to Citizen
Who May Avail:	Graduates/learners from defunct private schools and ALS/PEPT passers in the Division Level
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
High School/Elementary Graduates:	
1. CAV Form 2 – School Referral Form (SRF)	School Attended
2. Certificate of Enrollment/ Completion/ Graduation - CAV Form 4 (1 original and 2 photocopies)	School Attended
3. Diploma (1 Original and 2 certified true copies certified by the School Head)	School Attended
4. PSA Birth Certificate Copy (1 Original and 2 photocopies)	Client
5. List of Graduates certified correct by authorized official (1 original and 2 photocopies)	School Attended
6. Latest passport size ID Pictures (2 copies)	Client
7. Valid ID	Client
8. Authorization Letter (If the requesting party is not the record owner) (1 original copy)	Requesting person and/or Authorized Person
9. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy)	Requesting person
Additional Requirements for Undergraduates:	
10. Student Permanent Record (Form 137) (1 Original and 2	School Attended

photocopies certified by the School Head/ Records Custodian/ Registrar) 11. Transmittal (1 Original and 2 photocopies certified by the School Head)		School Attended		
Additional Requirements for Graduates from Private Schools: 12. Special Order (1 Original and 2 photocopies certified by the School Head)		School Attended		
Graduate and undergraduate from public schools: 1. List of Approved CAV Request – CAV Form 6, CAV Form 14, CAV 14 (1 original and 2 photocopy) 2. Request Form for ALS & PEPT Result Rating – CAV Form 10 (1 original and 2 photocopies) 3. Indorsement from School Division – CAV Form 13 (1 original and 2 photocopies) 4. Diploma (1 Original and 2 certified true copies certified by the School Head) 5. ALS Accreditation & Equivalency Test Result (for ALS) (1 original and 2 certified true copies) 6. PEPT Test Result Rating (1 original and 2 certified true copies) 7. PSA Birth Certificate Copy (1 Original and 2 photocopies) 8. Latest Passport size ID picture (2 copies) 9. Documentary Stamp 2 pcs		School Attended (for CAV form 6) Division Office (for CAV form 14) School Attended/ BEA Division Office School Attended Division Office Division Office/BEA Client Client BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for and completely fill-out the CAV Application	1.1 Receive and check the completely filled out CAV application form and all supporting documents of the	None	10 minutes	Administrative Staff (Records)

Form from the Records	client. Verify if authenticated by school principal			
	1.2 Assign specific CAV number and print 2 copies of CAV certificates; 1 original to be send off to the applicant and one for filing	None	10 minutes	Administrative Staff (Records)
2. Verify the accuracy of the data encoded to the CAV certificate then return to the processor	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	10 minutes	Administrative Staff (Records)
	2.2 Forward printed CAV to Records Officer for initial then to the Chief Admin Officer of the Admin for signature	None	15 minutes	Administrative Staff (Records)
	2.3 Scan and send the CAV certificate and the attached Academic School Records to the DFA official email address. While sending, seal the CAV certificate in a brown envelope and paste the DFA Authentication section addresses at the back	None	10 minutes	Administrative Staff (Records)
3. Receive the completed CAV documents	3.1 Inform client of step 5 to avoid tampering or forging any of the	None	10 minutes	Administrative Staff (Records)

	documents subject of the CAV and that the DFA shall honor documents handcarried by the applicant only when the scanned copy of the same have been properly received in advance by the DFA then release it to the client			
TOTAL:		None	1 hour, 5 minutes	