



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 August 2024

DIVISION MEMORANDUM

No. 545 s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public and Private Elementary and Secondary Schools
Registrars, Public and Private Elementary and Secondary Schools
Private Schools Coordinator
All Others Concerned

1. Pursuant to **Regional Memorandum No. 557, s. 2024**, Re: **Virtual Orientation and Implementation of the Usability of Online Appointment and Pre-Assessment of Certification, Authentication, and Verification (CAV) Applications**, this office hereby informs all concerned personnel of the conduct of the activity.
2. The activity is scheduled on August 16, 2024, for SDO Tayabas City participants, 1:00 PM via **CALABARZON_CHANNEL** YouTube channel to be participated by SDO Records Officer, School Heads and Registrars from both Public and Private schools. Attached is the copy of the Regional Memorandum for further details.
3. Immediate dissemination of this memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

By:

EDWIN R. RODRIGUEZ

Chief Education Supervisor
Officer-in-Charge



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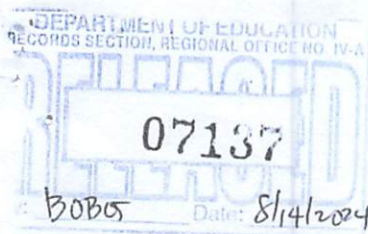
Encl.: as stated

Reference: Regional Memorandum No. 557 s. 2024

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

CERTIFICATION, AUTHENTICATION, AND VERIFICATION

OSDS/ Virtual Orientation and Implementation of the Usability of Online Appointment and Pre-Assessment of Certification, Authentication, and Verification (CAV) Applications
RECR7O3A-002169/August 15, 2024



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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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

5. The schedule of each SDOs are as follows:

SDO	Date/Time
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
Dasmarinas 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.


ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director 