



Republic of the Philippines
Department of Education

Department of Education
DIVISION OF CAVITE
 RECEIVED
 APR 4 2016
 0333
RECORDS SECTION

13 APR 2015

DepEd MEMORANDUM
 No. **62**, s. 2016

CHANGE IN DEPED MEMORANDUM NO. 381, S. 2007

(Guidelines on the Issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, and Other School Records)

To : *Regional Directors*
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. For the information and guidance of all concerned, the Department of Foreign Affairs (DFA) requests all applicants wishing to have their Department of Education (DepEd) Certifications of Authentication and Verification (CAV) of their respective elementary and secondary education certificate/diploma, official transcripts of records, and other school records to be authenticated by DFA using the enclosed **DFA Form No. DFA-OCA-A-03** entitled **Claim Stub for DFA Authentication**.

2. The first portion of the box below must be filled out by DepEd, while the second portion must be filled out by the applicant or his/her representative.

DFA-OCA-A-03		Claim Stub for DFA Authentication		
1	Name of Agency:	DFA Release on:		
	Type of Document:	Control No.:		
2	Name of Applicant:	Surname	First Name	Middle Name
	Home Address:			
	Contact Nos.:	Email Address:		

3. The provisions in DepEd Memorandum No. 381, s. 2007 entitled *Guidelines on the Issuance of Certification of Authentication and Verification (CAV) of the Elementary and Secondary Education Diploma, Official Transcript of Records, and Other School Records* shall remain, except for DFA Claim Stub contained in Annex F, which shall be replaced by the enclosed **DFA Form No. DFA-OCA-A-03**.

4. Immediate dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
 Secretary

TO: ~~Assistant Schools Division Superintendent~~
 OIC, Office of the Assistant Schools Division Superintendent
 Chiefs CID/SGOD
 Public Schools District Supervisors
 Elementary & Secondary School Heads

April 14, 2016

FOR INFORMATION AND GUIDANCE OF ALL CONCERNED.

for
CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent


Encl.:
As stated

Reference:
DepEd Memorandum No. 381, s. 2007

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

AUTHENTICATION
DIPLOMA
FORMS
LEARNERS
RECORDS
SCHOOLS
STRAND: Governance and Operation

Jo/Sheila/Madel: Additional Information to DM 381, s. 2007 Final
0129-March 18, 2016/22

DFA-OCA-A-03 		Claim Stub for DFA Authentication		
Name of Agency:		DFA Release on:		
Type of Document:		Control No.:		
Name of Applicant:				
		Surname	First Name	Middle Name
Home Address:				
Contact Nos.:		Email address:		

Note:

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office

Disclaimer:

1. Documents may be released on the scheduled date of release provided that it has been forwarded by the Agency to DFA at least four (4) working days prior the scheduled date of release.
2. In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
3. All unclaimed documents will be disposed of after **three (3) months** from the scheduled date of release.

This portion must be filled out upon receipt of PGA Document

- This form, when duly-signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided.
- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document


1. The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
2. Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of Authenticated Document.
3. Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.

Releasing Personnel

Applicant/Representative's
Signature over Printed Name

Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: authentication.verification@dfa.gov.ph

DFA-OCA-A-03 		Claim Stub for DFA Authentication		
Name of Agency:		DFA Release on:		
Type of Document:		Control No.:		
Name of Applicant:				
		Surname	First Name	Middle Name
Home Address:				
Contact Nos.:		Email address:		

Note:

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office

Disclaimer:

1. Documents may be released on the scheduled date of release provided that it has been forwarded by the Agency to DFA at least four (4) working days prior the scheduled date of release.
2. In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
3. All unclaimed documents will be disposed of after **three (3) months** from the scheduled date of release.

This portion must be filled out upon receipt of PGA Document

- This form, when duly-signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided.
- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document

1. The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
2. Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of Authenticated Document.
3. Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.

Releasing Personnel

Applicant/Representative's
Signature over Printed Name

Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: authentication.verification@dfa.gov.ph