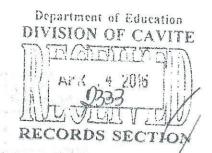


Republic of the Philippines

Department of Education



13 AFR 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-O3 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 Author	entication
Name of Agency:		DFA Release on:	
Type of Document:		Control No.:	
Name of Applicant:	2		ge-the-thj-ch-vite-recording-from A vertical burst form of the other promising a 1 to 60 of the other burst by the first a second
	Surname	First Name	Middle Name
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- 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 degred.

BR. ARMIN A. LUISTRO FSC

Secretary

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.

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Memorandum No. 381, s. 2007

To be indicated in the <u>Perpetual Index</u> under the following subjects:

AUTHENTICATION
DIPLOMA
FORMS
LEARNERS
RECORDS
SCHOOLS
STRAND: Governance and Operation

Secretary and the secretary secretary secretary

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

(Enclosure to DepEd Memorandum No. 62, s. 2016)

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Name of Applicant.	Surname	First Name	Middle Name
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Contact Nos.:		Email address:	
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Disclaimer: Documents may be releas days prior the scheduled of the line event of delayed del	ed on the scheduled date late of release, ivery, document will only b		nd by the Agency to DFA at least four (4) work we Agency.
This portion must be filled This form, when duly- authentication and confi Total No. of Documents	signed and dated, sha rms the veracity of the	all constitute proof of ownership or po	ossession of the documents submitted
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