



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 13, 2021

REGIONAL MEMORANDUM

No. **000187** s. 2021

**VIRTUAL REORIENTATION OF DIVISIONS AND SCHOOLS' RECORDS CUSTODIANS,
RECORDS OFFICERS, and DOCUMENT CONTROLLERS ON THE CERTIFICATION,
AUTHENTICATION, AND VERIFICATION (CAV) PROCESS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers
Public and Private School Principals / School Heads
Records Officers
Records Custodians
Document Controllers
All Others Concerned

1. The Regional Records Section ensures continuity of the operations of DepEd Regional Office VIII. It further endeavors to keep critical processes operational, reduce process downtime, and mitigate errors in processing of pertinent documentary requirements.
2. Certification, Authentication, and Verification (CAV) Process is one of the major processes. Some gaps on process knowledge have been noted as manifested in instances of delayed and protracted CAV-related transactions due to incomplete and/or erroneous documentary requirements submitted to RO.
3. The Records Section shall reorient the divisions and schools' records custodians, records officers, and document controllers on the CAV Process to:
 - a. fully review the CAV process;
 - b. clarify common CAV-related concerns;
 - c. streamline CAV process from the Regional Level down to School Level; and
 - d. capacitate the aforementioned participants to ensure smooth CAV-related transactions
4. The participants to the said reorientation activity are records custodians, records officers, and document controllers. The activity is scheduled on April 23, 2021 @ 10:00 a.m. until 12:00 p.m.



5. The virtual reorientation shall be conducted via Google Meet. The link shall be sent to the participants' official DepEd email addresses.

6. To confirm attendance, email at ariam.cinco@deped.gov.ph following this format until April 21,2021:

Last Name, First Name, Middle Initial /Name of School / Division

Example: **Cinco, Ariem V / Capahuan Elementary School / Division of Leyte**

7. Immediate dissemination of this Memorandum is desired.


MA. GEMMA MERCADO-LEDESMA
Regional Director

Enclosure: NA

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

ORIENTATION

CAV PROCESS

UPDATES

AD-RS-AVC

