



Republic of the Philippines
Department of Education
 Administrative Service

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 DEPARTMENT OF EDUCATION
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DepEd REGIONAL OFFICE 1
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Time: 3:45

June 4, 2019, THE LOCOS SUR

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ADVISORY

RE: CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS PURSUANT TO D.O. 48, S. 2017 DATED AUGUST 25, 2017

FOR : ALL REGIONAL DIRECTORS AND OTHERS CONCERNED

The Department of Foreign Affairs (DFA) has informed the Department of Education that, effective June 14, 2019, it will no longer issue Authentication Certificates (Annex "A"); and instead, will affix an Apostille (Annex "B") as proof of authentication to documents for use abroad.

As such, and after due consultation and agreement with the DFA, there will be corresponding minimal changes in the procedures for the issuance of CAVs by the DepEd Regional Offices, as follows:

1. The CAV and its attachment/s, if any, in properly and securely sealed envelope, shall be released directly to the duly-verified bonafide applicant or duly authorized representative, instead of forwarding the same to any service courier.
2. Simultaneous with the release of the CAV and its attachment/s, if any, the DepEd Regional Office shall forward via e-mail scanned copies thereof to: oca.authentication@dfa.gov.ph.
3. The receiving applicant or his/her authorized representative shall be informed of the procedure in No. 2 hereof as a measure to avoid tampering or forging of any of the documents subject of the CAV; and that the DFA shall honor the documents hand-carried by the receiving



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applicant or his/her authorized representative **only** when the scanned copy of the same have been properly received in advance by the DFA pursuant to procedure No. 2 hereof.

4. The DepEd Regional Office shall no longer issue a Claim Stub to the bona fide applicant or duly authorized representative since the latter may already proceed at any time to any of the DFA Authentication Sections of his/her choice for the purpose of securing an **Apostille** as proof of authentication.
5. As advised by the DFA, its Authentication Sections are currently situated in the following:
 - ASEANA Business Park, Bradco Ave., cor. Macapagal Blvd., Parañaque City
 - Alabang Town Center, Muntinlupa City
 - SM Mega Mall, Mandaluyong City
 - SM Manila, City of Manila
 - Ali Mall, Cubao, Quezon City
 - Robinsons, San Fernando City, Pampanga

Due to the proximity of the implementation of the abovementioned new authentication procedure by the DFA, and in order not to cause any confusion on the part of the DepEd, this **ADVISORY** is issued in the meantime. DepEd Order No. 48 s. 2017 dated August 25, 2017 shall be amended and issued accordingly to reflect the herein stated new procedures.

For queries, please contact **MA. THERESA M. CASTRO**, Administrative Officer IV, or **ALMA D. APANAY**, Administrative Officer V, Records Division, Administrative Service, thru any of the following:

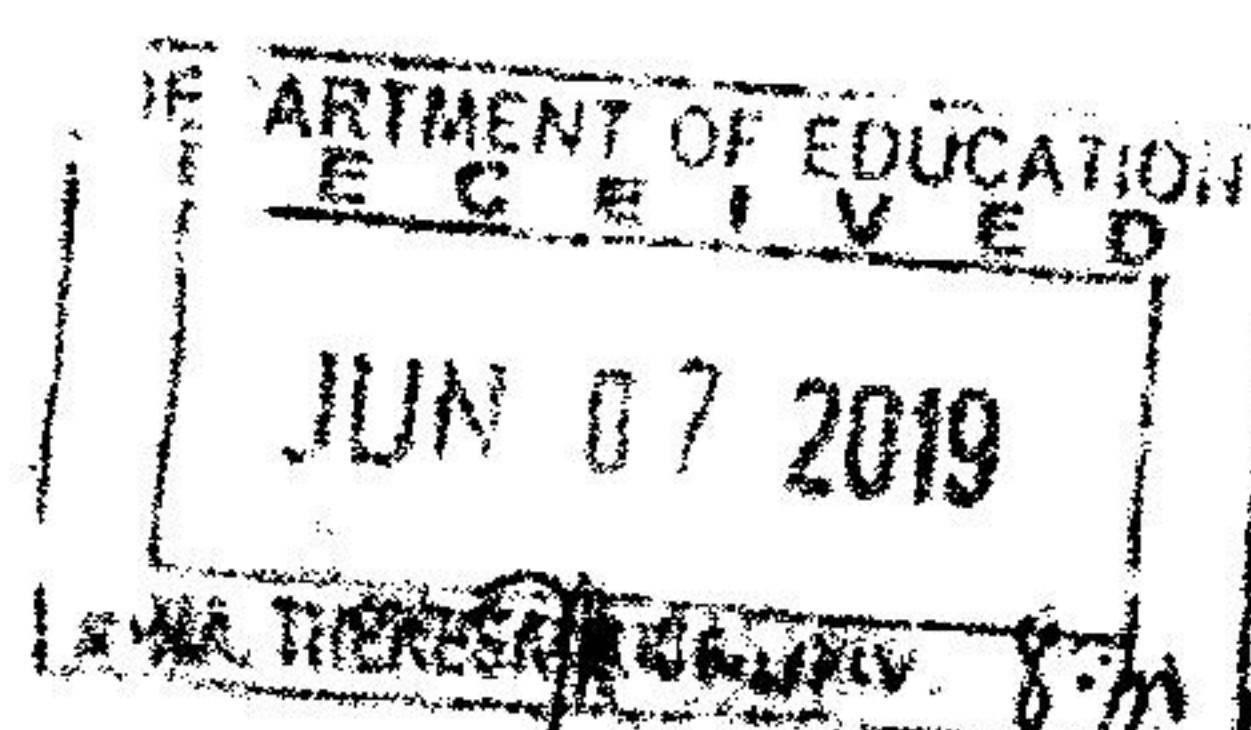
- Landline No. (02) 687-1449
- Mobile No. 0935-877-8396
- Email Addresses: tmcastro_044@yahoo.com; alma.apanay@deped.gov.ph; deped.records2@gmail.com

Please be guided accordingly.

ROBERT M. AGUSTIN
Director IV



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur

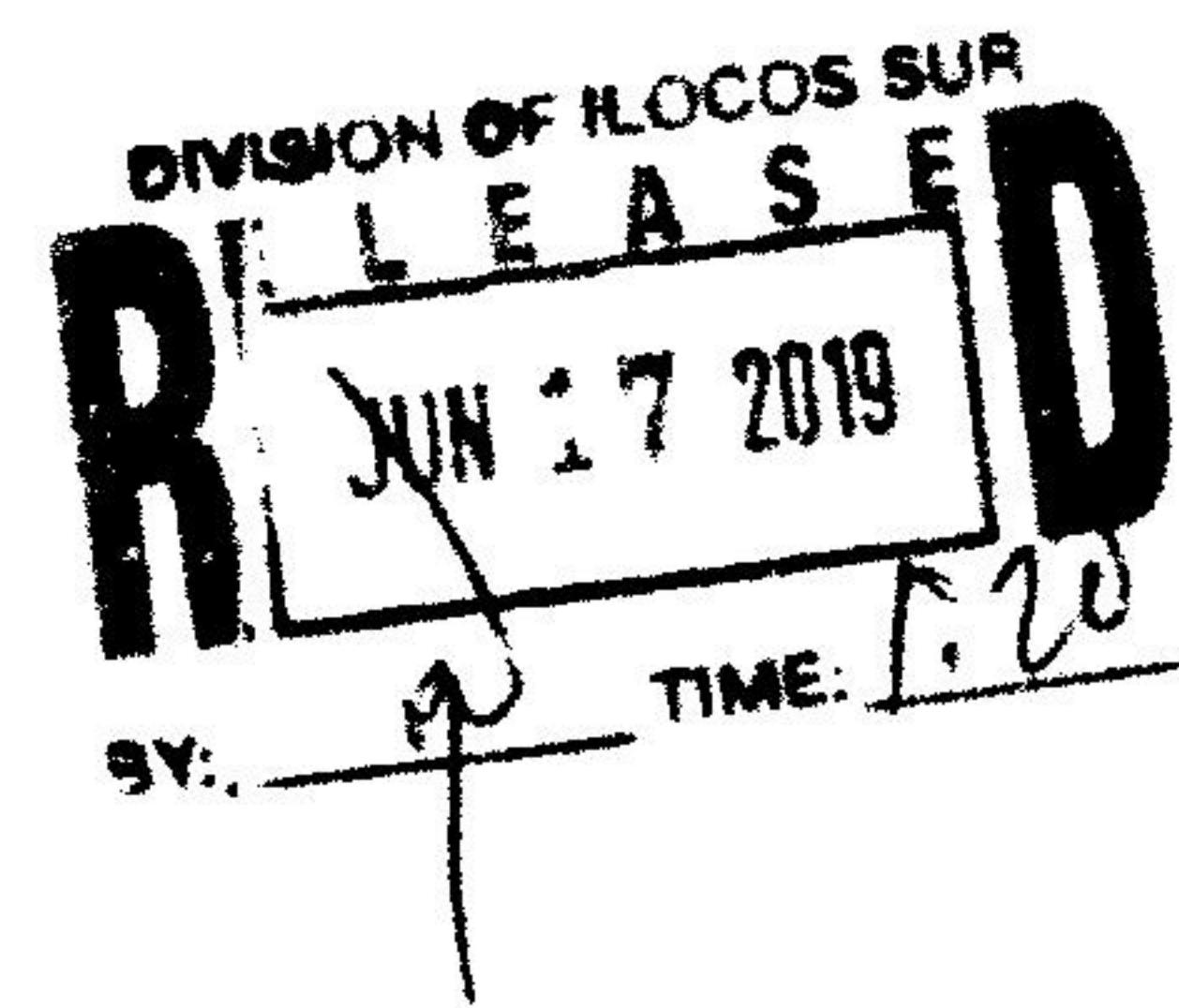


June 17, 2019

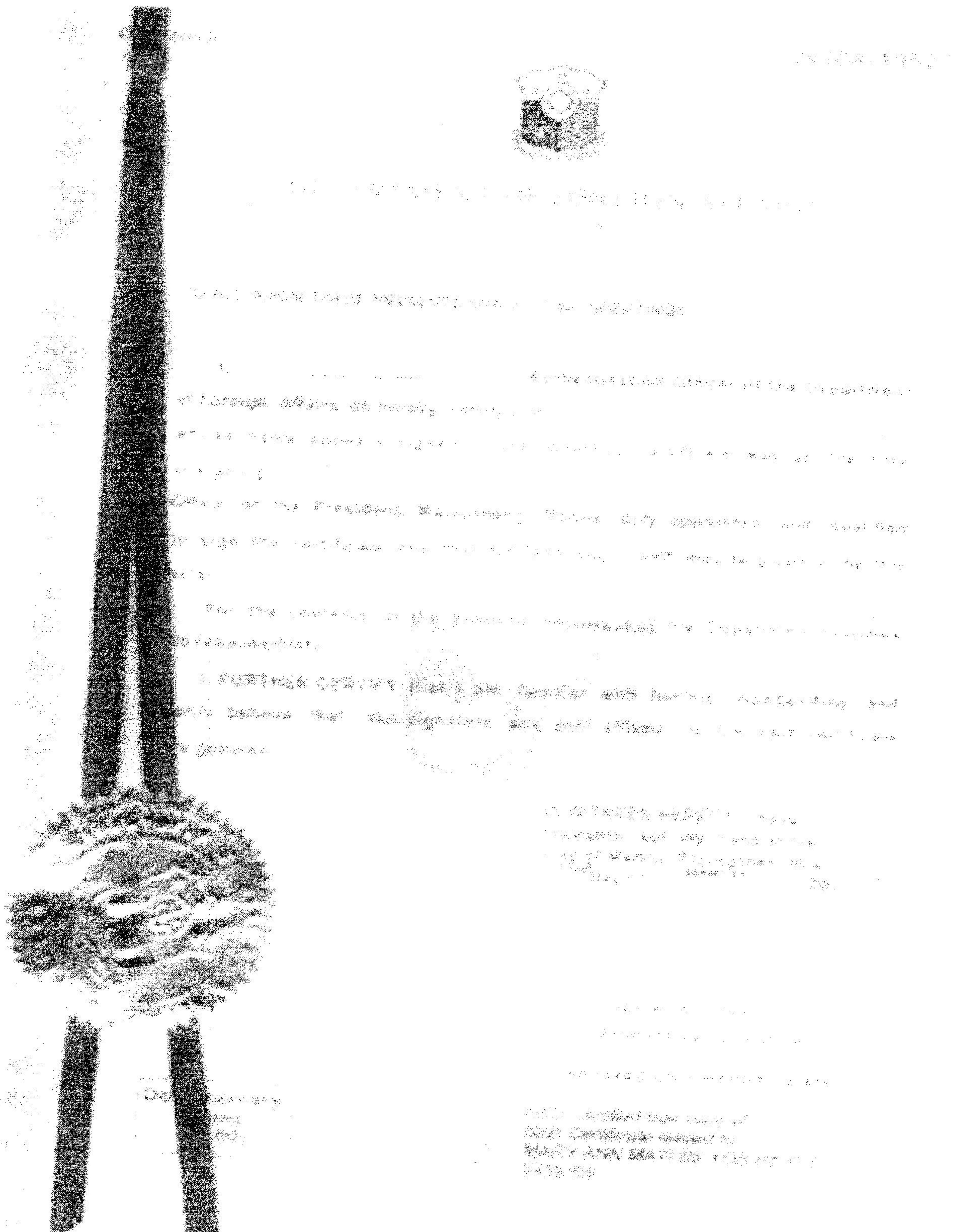
To: Elementary and Secondary School Heads
(Public and Private)

For information and guidance.

GEMMA Q. TACUCUY, CESO V
Schools Division Superintendent



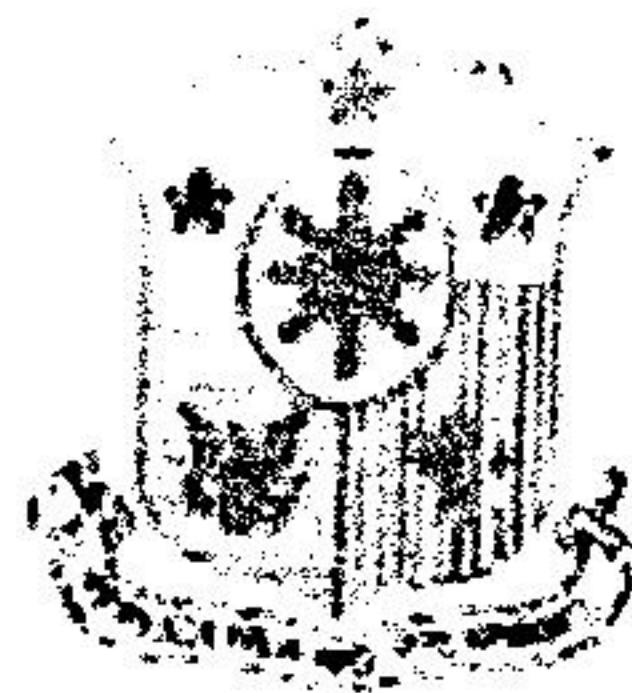
ANNEX A



S. R. DATTAREYA
THE GOVERNMENT OF INDIA
THE GOVERNMENT OF THE STATE OF KARNATAKA

ANNEX B

DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS
MANILA, PHILIPPINES



S.N. 19A - 0000000

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

1. Country: Philippines

This public document

2. has been signed by
3. acting in the capacity of
4. bears the seal/stamp of

5. at
6. the
7. by
8. No. 19A-
9. Seal/stamp:

10. Signature:

Authentication Officer

Annexed document(s) is/are:

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.

This Apostille does not certify the content of the document for which it was issued.

This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961, when it is presented in a country which is not a party to the Convention. In such cases, the certificate should be presented to the consular section of the mission representing that country.