

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



May 06, 2016

DIVISION MEMORANDUM  
No. 223 s, 2016

**CHANGE IN DEPED MEMORANDUM NO.381, S.2007**  
**[Guidelines on the Issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary Diploma, Official Transcript of Records, and Other School Records]**

**To: Assistant Schools Division Superintendents  
Chiefs/EPS's/Division Coordinators/SEPSs and EPSs II  
PSDS's/District OIC's/Caretakers  
Sections Heads/School Heads (Elem/Secondary Schools)  
Teachers and All Others Concerned**

- 1. Please find herewith Regional Memorandum No.0274, s. 2016 dated May 04, 2016 with the same title as above informing all concerned that the Department of Foreign Affairs (DFA) requests all applicants wishing their DepEd Certifications of Authentication and Verification (CAV) of their respective elementary and secondary education certificates/diplomas, official Transcript of Records and other school records to be authenticated by DFA to use the enclosed DFA Form No. DFA-OCA-A-03 entitled Claim Stub for DFA Authentication.**
- 2. For details, please read through the attached Regional Memo.**
- 3. For information, dissemination, and guidance of all concerned.**

  
**RHEA MAR A. ANGTUD, Ed.D, CESO VI**  
Schools Division Superintendent



REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City

DAI 3305A



May 2, 2016

**REGIONAL MEMORANDUM**


MAY 04 2016

No. 0274, 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: All Schools Division Superintendent  
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		<b>Claim Stub for DFA Authentication</b>			
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:

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”*

3. The provision 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 Transcripts 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.

*Juliet A. Jeruta*  
**JULIET A. JERUTA**


Director III

Officer-in-Charge

Office of the Regional Director

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

**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

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