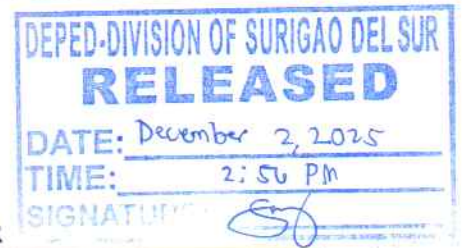




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM
No. 591, s. 2025

To: Public Schools District Supervisors
Public Elementary & Secondary School Heads
School Records Custodian/School Registrar
All Others Concerned

**ONLINE RE-ORIENTATION ON THE POLICY AND PROCEDURAL GUIDELINES ON
THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC
EDUCATION SCHOOL RECORDS**

1. This Memorandum reiterates and underscores the provisions of the Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records as provided in DepEd Order No. 48, s. 2017.
2. In line with this, a re-orientation session will be conducted on **December 4, 2025**, from **1:30 p.m. to 5:00 p.m.**, through the MS TEAMS link: <https://tinyurl.com/CAV-REORIENTATION>.
3. This activity aims to refresh School Heads on the key provisions of DepEd Order No. 48, s. 2017, and to orient newly designated Administrative Officers and Records Custodians on the proper processing and management of school records for CAV purposes.
4. The participants of this orientation are the Elementary and Secondary School Heads, Administrative Officers II and School Records Custodian
5. For dissemination, information and guidance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: none
Reference: DepEd Order (No. 48, s. 2017)
To be indicated in the Perpetual Index
under the following subjects: POLICY

OSDS/jdp
12/2/2025