**5ANNEX Q**

**CAV FORM 17 CERTIFICATION OF ENGLISH AS A MEDIUM OF INSTRUCTION**

**Republic of the Philippines**

**Department of Education**

**Region VIII**

 **Division of Northern Samar**

**School Name\_\_\_\_\_\_\_\_\_**

**C E R T I F I C A T I O N**

**TO WHOM IT MAY CONCERN:**

 This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_with Learner Reference Number\_\_\_\_\_\_\_\_ has satisfactorily completed/graduated from the Secondary Course as prescribed by the Department of Education, with the following particulars:

1. Name of School:
2. School address:
3. Grade level completed: School Year: completed:
4. Graduated on: School Year graduated:
5. Special Order Number: Date:

This is to further certify that English Language was used as the medium of instruction in all subjects taught in the above-mentioned school, except for subjects that require the use of Filipino language only.

This certification is issued on \_\_\_\_\_\_\_\_\_\_\_ upon the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in connection with his / her application for Certification, Authentication and Verification.

 Signature Over Printed Name

 (School Head/Principal)

***“If graduated from secondary course in private school, indicate Special Order Number and date.***

**ANNEX E**

**CAV FORM – 5 SCHOOL TRANSMITTAL TO THE REGIONAL OFFICE**

**Republic of the Philippines**

**Department of Education**

**Region VIII**

 **Division of Northern Samar**

**School Name\_\_\_\_\_\_\_**

 **1st Indorsement**

**Date:**

Respectfully forwarded to the Regional Director, DepEd Regional Office Candahug, Palo Leyte, the herein request of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** for Certification, Authentication and Verification (CAV) of his / her Academic School Records.

 For ready reference and perusal attached are the following documents/records marked (✓) below properly enclosed in sealed envelope:

 ( ) Certification of Completion/Graduation

 ( ) Certification of English as Medium of Instruction

 ( ) Form – 137

 ( ) Diploma

 For the preferential appropriate action of the Regional Director

 Signature Over Printed Name

(School Head/Principal)

**Attached: as stated**

**ANNEX M**

**CAV FORM 13 – DIVISION OFFICE TRANSMITTAL TO THE REGIONAL OFFICE**

**Republic of the Philippines**

**Department of Education**

**Region VIII**

**Division Northern Samar**

**2nd Indorsement**

**Date:**

Respectfully forwarded to the Regional Director, DepEd Regional Office VIII, Candahug, Palo Leyte, the herein request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for Certification Authentication and Verification (CAV) of Academic School Records.

 For ready reference and perusal, attached are the following documents/records marked (✓) below properly enclosed in sealed envelope:

( ) Certification of Results of Rating

 ( ) ALS A & E

 ( ) PEPT

( ) Diploma

( ) Form 137

( ) Others:

Certification from school principal.

For favorable and appropriate action.

*(Schools Division Superintendent)*

**Attached: as stated**

**ANNEX P**

**CAV FORM 16 – CAV FORM**

ATTACH PASSPORT

SIZE ID PICTURE

**Republic of the Philippines**

**Department of Education**

**Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CERTIFICATION, AUTHENTICATION AND VERIFICATION**

DATE: \_\_\_\_\_\_\_\_\_\_

CAV No.: \_\_\_\_\_\_\_\_

Series of 20 \_\_\_\_\_\_\_

TO WHOM IT MAY CONCERN:

 This is to certify that, based on duly verified available records on file, the following information pertaining to Ms.Betina Jane C. So appear, to wit:

 ( ) he / she completed the academic requirements of the Department of Education for graduation from the course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the School Year \_\_\_\_\_\_\_\_ in Name of School, as evidenced by herein attached marked (✓) below:

 ( ) Student Permanent Record (Form 137)

 ( ) Diploma

 ( ) Certification of Special Order

 ( ) he / she completed the academic requirements of the Department of Education for Grade \_\_\_\_\_\_ / Year Level \_\_\_\_\_\_ of the Elementary / Secondary course \_\_\_\_\_\_\_\_\_\_\_\_\_ in the School Year \_\_\_\_\_\_\_ in Name of School, as evidenced by herein attached Student Permanent Record (Form 137).

 ( ) he / she passed the Alternative Learning Systems Accreditation and Equivalency (ALS A & E) Test for Elementary / Secondary Level administered on \_\_\_\_\_\_\_\_: and he / she has the competencies comparable to that of a Elementary / Secondary graduate in the formal school system and as such, is eligible to enter secondary / tertiary education as evidenced by the herein attached Certification of Rating and Diploma.

 ( ) he / she took the ­Year Philippine Education Placement Test (PEPT) given at \_\_\_\_\_\_\_\_ with Examinee Number: \_\_\_\_\_\_\_\_\_\_\_ which indicate that he / she has met the basic academic requirements of Year Level in the Elementary / Secondary Level: and he / she, therefore is eligible for admission to Year Level subject to satisfaction of other school admission requirements as evidenced by herein attached Certificated of Rating.

 This Office further certifies the veracity and authenticity of the attached records herewith; and issued in connection with the application of Name of Applicant for \_\_\_\_\_\_\_\_\_\_ purposes.

Signature Over Printed Name

 (Regional Director)

**Not valid without official seal**

**With erasure or alteration**

**ANNEX O**

**CAV FORM 15 – CAV APPLICATION FORM**

**Republic of the Philippines**

**Department of Education**

**Region \_\_\_\_\_\_\_\_\_\_**

**Control No.: \_\_\_\_\_\_\_\_\_\_\_**

 **Date of Application: \_\_\_\_\_\_\_\_\_\_\_**

**CAV APPLICATION FORM**

NAME OF LEARNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF SCHOOL: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PURPOSE: (Please check any of the following):

❑ EMPLOYMENT ABROAD ❑ FIANCE VISA ❑ STUDENT VISA

❑SEAMAN’S BOOK / SRC ❑ TOURIST VISA ❑ DECENDANT’S VISA

❑MIGRATION ABROAD ❑ REIMBURSEMENT OF EDUCATIONAL ALLOWANCE / TUITION FEES OF CHILDREN OF OFWs

❑SUCH OTHER PURPOSE AS MAYBE REQUIRED BY THE DFA

Signature Over Printed Name

(Applicant / Representative)

**(TO BE FILLED-UP BY THE REGIONAL OFFICE)**

**Requirements Graduates Undergraduates**

 **Public Private Public Private**

1. Student Permanent Record (Form 137) ❑ ❑ ❑ ❑
2. Diploma ❑ ❑ ❑ ❑
3. Certificate of Completion/Graduation ❑ ❑ ❑ ❑
4. Special Order ❑ ❑ ❑ ❑
5. Certificate of Accreditation (PAASCU ❑ ❑ ❑ ❑

Accredited Schools)

1. Transmittal ❑ ❑ ❑ ❑
2. ALS A & E / PEPT ❑ ❑ ❑ ❑
3. Certification from BEA ❑ ❑ ❑ ❑
4. Rating ❑ ❑ ❑ ❑
5. Certification from Division Office ❑ ❑ ❑ ❑
6. Passport Size Picture (2pcs)\* ❑ ❑ ❑ ❑
7. Documentary Stamp ❑ ❑ ❑ ❑

**\*If the applicant is not the learner himself / herself**

**ANNEX N**

**CAV FORM 14 – LIST OF APPROVED CAV REQUEST**

**Republic of the Philippines**

**Department of Education**

**Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| CONTROL NO. | NAME | DATE OF APPLICATION | DATE OF TRANSMITTAL |
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**xxx nothing follows xxx**

Submitted by:

 Signature Over Printed Name

 (Schools Division Superintendent)