



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

FOR PUBLIC and PRIVATE 2-LEVEL SCHOOLS ONLY
(SECONDARY/ELEMENTARY)

CAV NO. _____

APPLICATION FORM
CERTIFICATION/AUTHENTICATION/VERIFICATION

NAME OF STUDENT/APPLICANT: _____

NAME OF SCHOOL: _____

DATE GRADUATED: _____

CONTACT NO.: _____

PURPOSE: Employment abroad Study abroad
 Seaman's book Others

Please specify: _____

Signature of applicant

SUBMIT COMPLETE REQUIREMENTS:

1. STUDENT'S PERMANENT RECORDS (F-137)

(✓) One (1) Original Copy ----- (from the school);

(✓) Two (2) Certified Xerox Copy - (from the school);

SCHOOL DIPLOMA

(✓) One (1) Original Copy

(✓) Two (2) Certified Xerox Copy - (from the school)

NOTE: All Certified Xerox Copies shall bear the **name & designation** of authorized signatory.

FOR GRADUATES OF PUBLIC and PRIVATE SCHOOLS

(✓) Two (2) copies **Certification of Graduation** signed by the ----- (from the school) by the School Principal/Registrar

(✓) Two (2) copies **Certification** signed by the ----- (from the division office) Schools Division Superintendent/authorized Division Office Personnel

() Two (2) copies **Certification of Accreditation** ----- (from the school)

FOR UNDERGRADUATES

() Two (2) copies **Certification of Enrolment/attendance** ----- (from the school) signed by the School Principal/Registrar

() Two (2) copies **Certification** signed by the Schools Division Superintendent/authorized Division Office Personnel ----- (from the division office)

FOR GRADUATES OF STATE COLLEGES and UNIVERSITIES

() Two (2) copies **Certification of Graduation** signed by the School Registrar

PEPT RESULT & CERTIFICATION - Signed by the Chief, Test Administration Division-DepEd-NETRC, Rm. 205, Mabini Bldg., ULTRA, Pasig City

✓ Two (2) pieces passport size pictures
(colored, formal attire, white background,
scanned and/or Xeroxed pictures not allowed)

NOTE: Pls. present the following upon claiming your CAV

1. Valid Identification Card
2. Authorization letter and I.D. of applicant/owner

P 15.00
Documentary Stamp
for C.A.V.

"Character, Competence, Excellence and Distinction"