



**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 3 LEVEL SCHOOLS ONLY  
(SECONDARY/ELEMENTARY)

C.A.V. No. \_\_\_\_\_

**APPLICATION FORM**  
CERTIFICATION, AUTHENTICATION AND 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

**Do not fill this area/verification use only**

SPECIAL ORDER No. \_\_\_\_\_ SERIES \_\_\_\_\_

DATE OF ISSUANCE \_\_\_\_\_

COURSE \_\_\_\_\_

Verified by: \_\_\_\_\_

**SUBMIT COMPLETE REQUIREMENTS:**

1. STUDENT'S PERMANENT RECORDS (Form-137)
  - One (1) Original Copy
  - Two (2) Certified Xerox Copies
2. SCHOOL DIPLOMA
  - One (1) Original Copy
  - Two (2) Certified Xerox Copies
3. CERTIFICATION OF GRADUATION (FOR U.A.E. and STUDY ABROAD)
  - One (1) Original Copy
  - Two (2) Certified Xerox Copies
4. TWO (2) CERTIFIED XEROX COPIES OF SPECIAL ORDER  
AND/OR CERTIFICATE OF ACCREDITATION (for Schools Exempted from Special Order)

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

**FOR UNDERGRADUATES**

1. CERTIFICATION OF ENROLMENT/ATTENDANCE signed by the School Principal/Registrar
  - Two (2) Certified Xerox Copies
2. TWO (2) Certified Xerox copies of Enrolment List

- TWO (2) pieces Passport size Pictures  
(colored, formal attire-white background)  
scanned and/or xeroxed pictures not allowed

**Additional Requirements for STUDY ABROAD**

- (1) copy Original Report Card (Form 138)
- (2) copies Certified Xerox of Report Card (Form 138)

*"Character, Competence, Excellence and Distinction"*