



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

August 14, 2025

**DIVISION MEMORANDUM**

No. 475, s. 2025

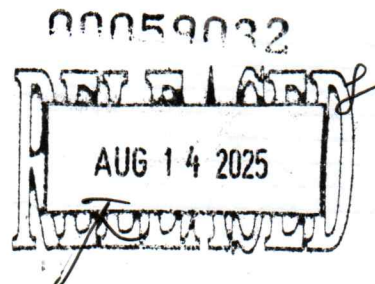
**DISSEMINATION OF RM NO. 249, S. 2025 TITLED ONLINE  
APPOINTMENT SYSTEM FOR THE APPLICATION OF CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION  
SCHOOL RECORDS**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Division Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Attached is **Regional Memorandum No. 249, s. 2025** titled "**Online Appointment System for the Application of Certification, Authentication, and Verification (CAV) of Basic Education School Records**" dated August 7, 2025, which is self-explanatory.
2. For information, dissemination, and guidance of all concerned.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

AOAS/08-057-25







Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 249, s. 2025

**ONLINE APPOINTMENT SYSTEM FOR THE APPLICATION OF CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL  
RECORDS**

To : Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and in the interest of streamlining public services, all applications for **Certification, Authentication, and Verification (CAV)** of basic education school records shall be processed through the new Online Appointment System.


2. This initiative aims to provide a more efficient, accessible, and organized process for all applicants. Starting on **August 18, 2025**, all CAV applications must be scheduled through the new online system. Walk-in applications will no longer be entertained.

3. All concerned individuals are advised to book their appointments by scanning the QR code below or by accessing this link <https://tinyurl.com/DEPEDRO3CAV>.

QR Code:



4. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director

Enclosure: None

References: Republic Act No. 11032

To be indicated in the Perpetual Index

under the following subjects:

ASSISTANCE

CAV

PUBLIC CONCERNS

APPOINTMENT

ORD1

August 7, 2025



Address: Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89  
Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Website: <https://region3.deped.gov.ph>

