



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

March 11, 2026

DIVISION MEMORANDUM

No. 168, s. 2026

**RECONSTRUCTION OF DIPLOMA AS A REQUIREMENT FOR CERTIFICATION,
AUTHENTICATION, AND VERIFICATION (CAV)**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public School Administrative Officers II / Registrars
School-based Non-Teaching Personnel
All Others Concerned

1. Pursuant to the provisions of DepEd Order No. 48, s. 2017, this Office reiterates the proper procedures regarding the reconstruction of lost, damaged, or destroyed diplomas as part of the requirements for Certification, Authentication and Verification (CAV).

2. In cases where the original diploma of a learner has been lost, damaged, or destroyed, the following requirements shall be submitted by the applicant to facilitate the reconstruction of the diploma. The applicant must present any of the following supporting documents:

A. Sworn Statement of at least two (2) persons such as classmates, teachers, or the school principal attesting to the applicant's graduation, supported by any of the following:

- Graduation photographs
- Graduation program
- Souvenir program

B. Duly certified copy of any of the following records:

- Form 137 (Permanent Record)
- Form 138 (Report Card)
- Transcript of Records from any tertiary institution where the learner enrolled
- Academic records kept by the learner's present or previous employer



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)

Telephone No.: (045) 435-2728; (045) 435-7404

Email Address: pampanga@deped.gov.ph

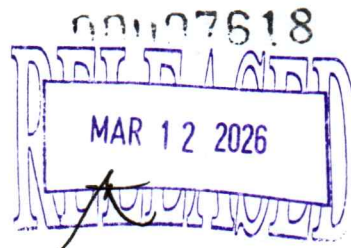
Website: www.depedpampanga.ph



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3. A reconstructed diploma may be issued only upon submission and verification of the above-mentioned requirements.
4. The reconstruction of the diploma shall be subject to the submission of valid and incontestable proof that the learner has completed the academic requirements of the appropriate program. The content and format of the reconstructed diploma must strictly follow the DepEd-prescribed format.
5. All applications for Reconstruction of Diploma for CAV purposes shall be submitted only at the Division Office through the Records Unit. The Records Unit shall receive, evaluate, and process the documents, and shall subsequently prepare and facilitate the endorsement of the CAV request to the Regional Office.
6. All concerned schools are advised not to directly forward requests to the Regional Office. All submissions must pass through the Division Records Unit for proper verification and endorsement.
7. The format of a reconstructed diploma (Elementary and Secondary) is hereto attached for reference. 8. For information, wide dissemination, and strict compliance.
8. For information, wide dissemination, and strict compliance.

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



Encl.: As stated,



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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Department of Education
REHIYON III
REGION III
SANGAY NG PAMPANGA
DIVISION OF PAMPANGA



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa Pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

_____ **TRACK**
_____ **STRAND**

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa _____, Pampanga, Pilipinas nitong ika- ____ ng _____, 20__.
Signed in _____, Pampanga, Philippines on the ____th day of _____, 20__.

<< **Name of former Principal** >>

Punongguro
Principal

<< **Name of former SDS** >>

Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

This is a reconstructed diploma as per DepEd Order No. 48, s. 2017.

_____ << **Name of current Principal** >>

School Principal

_____ << **Name of current SDS** >>

School Division Superintendent



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REHIYON III
REGION III

SANGAY NG PAMPANGA
DIVISION OF PAMPANGA

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for

Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa _____, Pampanga, Pilipinas nitong ika- ___ ng _____, 20__.
Signed in _____, Pampanga, Philippines on the ___th day of _____, 20__.

<< **Name of former Principal** >>
Punongguro
Principal

<< **Name of former SDS** >>
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

This is a reconstructed diploma as per DepEd Order No. 48, s. 2017.

<< **Name of current Principal** >>
School Principal

<< **Name of current SDS** >>
School Division Superintendent



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REHIYON III
REGION III

SANGAY NG PAMPANGA
DIVISION OF PAMPANGA

PUROK NG XXXXXX
DISTRICT OF XXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda
has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng _____, Pampanga, Pilipinas nitong ika-__ ng _____, 20__.
Signed in _____, Pampanga, Philippines on the __th of _____, 20__.

<< Name of former Principal >>

Punungguro
Principal

<< Name of former SDS >>

Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

This is a reconstructed diploma as per DepEd Order No. 48, s. 2017.

<< Name of current Principal >>

School Principal

<< Name of current SDS >>

School Division Superintendent



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REHIYON III
REGION III

SANGAY NG PAMPANGA
DIVISION OF PAMPANGA

PUROK NG XXXXXX
DISTRICT OF XXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng _____, Pampanga, Pilipinas nitong ika-__ ng _____, 20__.
Signed in _____, Pampanga, Philippines on the __th of _____, 20__.

<< Name of former Principal >>
Punungguro
Principal

<< Name of former SDS >>
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

This is a reconstructed diploma as per DepEd Order No. 48, s. 2017.

<< Name of current Principal >>
School Principal

<< Name of current SDS >>
School Division Superintendent