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

August 26, 2026

DIVISION MEMORANDUM
No. 492, s. 2026

REGISTRATION OF AUTHORIZED NON-TEACHING PERSONNEL FOR THE IMPLEMENTATION OF THE ONLINE CERTIFICATION, AUTHENTICATION, AND VERIFICATION APPLICATION SYSTEM (OCAVAS)

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 Regional Memorandum no. 298, s. 2026 and Memorandum OM-OUA-2026-444, all public elementary and secondary schools are directed to register their authorized processors for the Online Certification, Authentication, and Verification Application System (OCAVAS) in preparation for its implementation in the fourth quarter of CY 2026.

2. School Heads shall ensure the registration of designated personnel through https://tinyurl.com/CAVSchoolRegistration on or before **September 15, 2026**. All registrants shall provide their complete name, official position title, and active DepEd email address.

3. Registration shall be limited to a maximum of three (3) authorized processors per school. Only designated non-teaching personnel shall be registered as authorized processors. Teaching personnel shall not be designated or registered as authorized processors. The designated processors may be selected from qualified non-teaching personnel such as the **Registrar**, **Administrative Officer II (AO II)**, **designated Records Custodian**, **Administrative Assistant II (ADAS II)**, **Administrative Aide (ADA)**, or other authorized non-teaching personnel, subject to applicable guidelines. Only personnel duly designated by the School Head shall

be registered as authorized processors. For role selection on the registration form, the "Primary Processor" role is automatically the head of office.

4. After completing the online registration, each school shall print and submit the duly accomplished form to the Division Records Unit through their respective Cluster and District, for consolidation, monitoring, and verification. The Cluster and District shall ensure that all accomplished registration forms from schools within their area are properly consolidated and submitted to the Division Records Unit within the prescribed period.

5. The **Division Records Officer** shall facilitate and monitor the registration of schools and provide the necessary technical assistance to ensure compliance with the prescribed guidelines. The Records Unit shall likewise monitor the submission of the accomplished registration forms per Cluster/District and maintain the corresponding records for reference and verification.

6. For information, wide dissemination, and strict compliance.

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

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Encl.: As stated,

AUG 26 2026