



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 8, 2025

SCHOOLS DIVISION MEMORANDUM

No. **244**, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM 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 Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary Schoolheads
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", this Office disseminates Regional Memorandum No. 249, s. 2025 titled *Online Appointment System for the Application of Certification, Authentication, and Verification (CAV) of Basic Education School Records*.
2. Starting August 18, 2025, all CAV applications must be scheduled through the new online system. All concerned individuals are advised to book their appointments by scanning the QR code below or by accessing this link <https://tinyurl.com/DEPEDRO3CAV>. Walk-in applications will no longer be entertained.

QR CODE:



3. Wide dissemination of this memorandum is earnestly desired.

JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: Republic Act No. 11032
To be indicated in the Perpetual Index
Under the following subjects:

CAV Online Appointment

Records/ASS-CAV Online Appointment
002/ August 8, 2025



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