



Republic of the Philippines
Department of Education
CARAGA REGION

CAV CHECKLIST OF REQUIREMENTS

- ☐ 1. Indorsement (CAV Form 5) – 1 original copy
- ☐ 2. List of Approved CAV Request (CAV Form 6) – 1 original copy
- ☐ 3. Form 137 - Original and 2 Certified True Copy signed by the School Head/Registrar. Typewritten or computerized with complete and accurate entries signed by the School Head with date and purpose of issuance.
- ☐ 4. Certification of Enrollment/Completion/Graduation (CAV Form 4) - Original and 2 Certified True Copy signed by the School Head/Registrar.
- ☐ 5. I.D. Picture (2 pcs passport size with white background)
- ☐ 6. Documentary Stamp (1 pc)
- ☐ 7. Long brown Envelope (1 pc)

For Graduates:

- ☐ 8. Diploma – Original (or Reconstructed) and 2 Certified True Copy signed by the School Head/Registrar
- ☐ 9. Special Order (3 Certified True Copies, for PRIVATE schools only)

For ALS A&E & PEPT:

- ☐ 1. Indorsement (CAV Form 13) – 1 original copy
- ☐ 2. Diploma/Certification from BEA – 1 original copy and 2 certified true copy
- ☐ 3. Certificate of Rating from BEA – 1 original copy and 2 certified true copy
- ☐ 4. Certification from Division Office (CAV Form 12) – 1 original copy and 2 certified true copy
- ☐ 5. I.D. Picture (2 pcs passport size with white background)
- ☐ 6. Documentary Stamp (1 pc)
- ☐ 7. Long brown Envelope (1 pc)

Additional Requirements in case of Representative:

- ☐ 1. Special Power of Attorney (SPA)
- ☐ 2. Photocopy of 1 valid ID of the applicant and his/her representative with signature

Additional Requirements in case of Minor Applicant:

- ☐ 1. Birth Certificate of the Minor Applicant (if filed by the parent)
- ☐ 2. Birth Certificates of the Minor Applicant and the sibling (if filed by the sibling of legal age)
- ☐ 3. Court Order (if filed by the Legal Guardian)

Processed by:

CRISTABELLE R. JAGUIT
OIC-Records Officer

(Reference: DepEd Order No. 48, s. 2017)