



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)
No. 05
Series of 2016

SUBJECT: AMENDMENTS TO THE GUIDELINES ON CMO NO. 17 S. 2013 DATED JUNE 10, 2013 "ENHANCED POLICIES AND GUIDELINES FOR THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF SCHOOL DOCUMENTS"

X-----X
In accordance with the pertinent provisions of R.A. 7722 otherwise known as "Higher Education Act of 1994", CMO No. 30 s. 2009 dated September 9, 2009, Applicability of the Manual of Regulations for Private Higher Education (MORPHE) of 2008 to all State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) and the CMO NO. 17 s. 2013 dated June 10, 2013, "Enhanced Policies and Guidelines for the Certification, Authentication and Verification (CAV) of School Documents and CEB Resolution No. 734-2015 s. 2015 dated December 7, 2015, this Commission hereby issues the amendments to the guidelines, for compliance of all concerned.

1. Under Article IV, "Implementing Guidelines", the following provisions will be adjusted and modified to read as follows:

Section 5, item 5.5. *Authorization Letter duly notarized to safeguard the integrity of document and photo copy of valid Identifications of both parties - for applicant who will apply through a representative.*

*All the information of the documentary requirements must be consistent in Spelling of Name, Program, Year of Graduation, Special Order Number or with Accredited Programs or with Deregulated/Autonomous Status for private Higher Education Institutions, or BOT/BOR Resolution Number in the case of **State Universities and Colleges (SUCs)**.*

Section 6, item 6.3. From Public Higher Education (Public HEI) to DFA

6.3.1 From State Universities and Colleges (SUCs) to DFA

In the case of applicants from SUCs and other public higher education institutions created by special laws, issuance of Certification, Authentication and Verification (CAV) is now left to the concerned HEI and no longer requires authentication by CHED. Thus, the CAV issued by the same shall be directly submitted to the Department of Foreign Affairs (DFA) for red ribbon.

6.3.1.1 *The Registrar certifies to the authenticity of documents and endorses the same to DFA.*

6.3.1.2 *The Registrar within three (3) days releases in a signed and sealed envelop the CAV, applicant's certified true copy of diploma, and transcript of records. The applicant is allowed to hand carry the said sealed envelop to DFA.*

6.3.1.3 *The Registrar prepares and signs the certification, see "Attachment 4C"*

6.3.1.4 *The SUC shall submit to CHED, DFA, POEA and other concerned government agencies an updated specimen signatures of the school officials authorized to sign the CAV issued by them.*

6.3.1.5 *In highly exceptional cases, CHED may issue the CAV upon the request of the applicant based on the CAV issued by the SUC to him/her.*

6.3.2 From Local Universities and Colleges (LUCs) to CHED

6.3.2.1 *The Registrar certifies to the authenticity of documents and endorses the same to CHED using the prescribed form, see "Attachment 3" Endorsement letter form.*

6.3.2.2 *The Registrar or the designated Liaison Officer (LO) transmits to CHEDRO within three (3) days in a sealed envelop the applicant's certified true copy of diploma, transcript of records, LUC's endorsement letter and applicant's request. In highly exceptional cases, the applicant may be allowed to hand carry the said documents to CHEDROs.*



2. Under the same Article, 6.5 OFW One-Stop-Processing Center (OFW-OSPC) CHED Office of Student Services to Applicant will read as "One Stop Processing Center – CHED Office of Student Development and Services (OSDS). Hence all "CHED-OSS" will be read as "CHED-OSDS".

3. The following revised forms are attached

ATTACHMENT 2 – CLAIM STUB FOR DFA AND CHED FOR OTHER PURPOSES

ATTACHMENT 4A – CAV Form for CHEDRO

ATTACHMENT 4B – CAV Form for CHED-OSDS

ATTACHMENT 4C – CAV Form for SUC to be issued by SUCs

ATTACHMENT 4D – CAV Form for LUCs to be issued by CHEDRO

This CMO amends specific provisions on Article IV of CMO No. 17 s. 2013.

These amended guidelines shall take effect immediately.


Issued in Quezon City, Philippines, January 19, 2016.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



ATTACHMENT 2 – CLAIM STUB FOR DFA AND CHED FOR OTHER PURPOSES

DFA-OCA-A-03		Claim Stub for DFA Authentication		
Name of Agency:		DFA Release on:		
Type of Document:		Control No.:		
Name of Applicant:	Surname		First Name	Middle Name
	Home Address:			
Contact Nos.:		Email address:		

Disclaimer:

1. Documents may be released on the scheduled date of release provided that it has been forwarded by the Agency to DFA at least four (4) **working days** prior the scheduled date of release.
2. In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
3. All unclaimed documents will be disposed of after **three (3) months** from the scheduled date of release.

This portion must be filled out upon receipt of PGA Document

- This form, when duly-signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided.
- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document


1. The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
2. Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 24 hours upon receipt of Authenticated Document.
3. Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.

Releasing Officer

Applicant/Representative's
Signature over Printed Name

Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: authenticationdfa@gmail.com

 <p>COMMISSION ON HIGHER EDUCATION OFFICE OF STUDENT DEVELOPMENT AND SERVICES 3rd FLOOR HEDC, BLDG., C.P. GARCIA AVE. U.P. DILIMAN, QUEZON CITY TEL NO.: (02)441-1220 / (02) 441-1149 / 441-1261 LOC. 321</p>	
NAME:	_____
COURSE:	_____
PURPOSE:	_____
COPIES:	_____
DATE APPLIED:	_____
RECEIVED BY:	_____



ATTACHMENT 4A – CAV Form for CHEDRO



COMMISSION ON HIGHER EDUCATION
QUEZON CITY

(Date)

CAV (CHEDRO) No.: _____
Series of (Year)

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on the confirmation forwarded by HEI, the following information are true and correct:

Name of Student : _____
Degree : _____
Date of Graduation/
Units Earned : _____
Special Order No. : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized private higher education institution (HEI) and the entries in the Transcript of Records and Diploma are authentic and the signatures appearing therein are those of the HEI President and other authorities.

This certification must not be honored if the copies of the student's Transcript of Records and Diploma presented are not duly authenticated/certified by the HEI Registrar.

Issued upon the request of Name of Applicant for whatever legal purpose it may serve.

For the Commission:

NOT VALID WITHOUT CHED SEAL OR
WITH ERASURE OR ALTERATION

Authorized Signatory

Processed by: _____
Reviewed by: _____
OR No. : _____
Date Issued: _____
Amount : _____



ATTACHMENT 4B - CAV Form for CHED-OSDS



COMMISSION ON HIGHER EDUCATION
QUEZON CITY

(Date)

CAV (CHEDCO) No.: _____
Series of (Year)

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on the confirmation forwarded by CHEDRO, the following information are true and correct:

- Name of Student : _____
- Degree : _____
- Date of Graduation/ : _____
- Units Earned : _____
- Special Order No. : _____
- Name of Institution : _____
- Address : _____

This is to further certify that the above institution is a duly authorized private higher education institution (HEI) and the entries in the Transcript of Records and Diploma are authentic and the signatures appearing therein are those of the HEI President and other authorities.

Issued upon the request of Name of Applicant for whatever legal purpose it may serve.

For the Commission:

NOT VALID WITHOUT CHED SEAL OR
WITH ERASURE OR ALTERATION

Authorized Signatory

Processed by: _____
 Reviewed by: _____
 OR No. : _____
 Date Issued: _____
 Amount : _____



ATTACHMENT 4C - CAV Form for SUC to be issued by SUCs

(Date)

CAV (SUC) No.: _____
Series of (Year) _____

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on our record, mentioned below:

Name of Student : _____
Degree : _____
Date of Graduation/
Units Earned : _____
Special Order No. : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized public higher education institution (HEI) created by virtue of RA _____, hence it is exempted from the issuance of Special Order by the Commission on Higher Education.

This certification must not be honored if the copied of the student's Transcript of Record and Diploma presented are not duly authenticated/certified by the School Registrar.

Issued upon the request of Name of Applicant for whatever legal purpose it may serve.

NOT VALID WITHOUT UNIVERSITY/COLLEGE SEAL OR
WITH ERASURE OR ALTERATION

Authorized Signatory

Processed by : _____
Reviewed by : _____
OR No. : _____
Date Issued : _____
Amount : _____



ATTACHMENT 4D - CAV Form for LUC to be issued by CHEDRO



**COMMISSION ON HIGHER EDUCATION
QUEZON CITY**

(Date)

CAV (CHEDRO) No.: _____
Series of (Year)

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify that based on the confirmation forwarded by LUC, the following information are true and correct:

Name of Student : _____
Degree : _____
Date of Graduation/ : _____
Units Earned : _____
Special Order No. : _____
Name of Institution : _____
Address : _____

This is to further certify that the above institution is a duly authorized public higher education institution (HEI) and the entries in the Transcript of Records and Diploma are authentic and the signatures appearing therein are those of the LUC President and other authorities.

This certification must not be honored if the copies of the student's Transcript of Records and Diploma presented are not duly authenticated/certified by the LUC Registrar.

Issued upon the request of Name of Applicant for whatever legal purpose it may serve

For the Commission:

NOT VALID WITHOUT CHED SEAL OR
WITH ERASURE OR ALTERATION

Authorized Signatory

Processed by: _____
Reviewed by: _____
OR No. : _____
Date Issued: _____
Amount : _____

