



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

CHED MEMORANDUM ORDER

NO. 14 ;
Series of 2007

SUBJECT : AUTHENTICATION OF SCHOOL DOCUMENTS PER EXECUTIVE ORDER NO. 582 AND EXPANDING THE COVERAGE OF HIGHER EDUCATION GRADUATES DATABASE AS BASIS FOR PRELIMINARY AUTHENTICATION OF SCHOOL DOCUMENTS

DATE : 20 FEBRUARY 2007

In compliance with the Executive Order No. 582 otherwise known as "Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs", and the implementation of "one day authentication process", the Commission hereby adopts the following measures to ensure the authenticity/integrity of school diploma/transcript of records and other pertinent school documents:

1. The authenticity/integrity of school diploma/transcript of records and other pertinent school documents shall be secured as follows:

a) From HEI to CHED:

a.1) If hand carried by student/graduate, the HEI's registrar shall properly secure the transmittal of the diploma/transcript of records/other pertinent school documents by affixing security sticker provided by CHED on the container/envelop.

a.2) If hand carried by the HEI's Liaison Officer, the HEI's registrar shall properly secure the container/envelop of the same documents by affixing HEI sticker countersigned by the registrar.

b) From CHED to DFA:

b.1) The CHEDRO shall issue claim stub/receipt in favor of the applicant but will not release document to the applicant. The applicant should be advised to pick up the document authenticated by DFA after two (2) working days.

b.2) The CHEDRO shall transmit all applications received through DFA's official courier for DFA authentication. The schedule of pick up of applications by DFA official courier from CHEDRO will be daily at 5:00 PM starting 02 April 2007. (Refer to Annex A - New Authentication Procedure).

2. The issuance of Certification, Authentication and Verification (CAV) of academic records follows the procedures specified in the CHED Manual of Procedures and hereto attached as "Annex B".
3. The CHED will provide DFA electronic access to the CHED Electronic Verification and Certification System/Special Order Application and Issuance System (EVCS/SOASIS) to verify CAV records issued through the system.
4. The CHED will collect and store the list of graduates of all HEIs based on the attached template, Annex C, to expand the coverage of graduates database for authentication purposes. HEIs are enjoined to submit the said list in electronic format stored in CD-ROM/optical media with cover letter signed by the registrar one month after graduation date of each term/semester. This requirement is in accordance with CMO No. 1, series of 2005, CMO No. 32, s. of 2001 and Manual of Regulations for Private Schools, 1992.

The said list shall also be used by the Professional Regulations Commission to verify the legitimacy of graduates who will take licensure examinations.

The E.O. 582 mandates the DFA Office of Consular Affairs to be the sole agency responsible for authenticating documents certified as authentic by the issuing agencies such as CHED, TESDA and DepEd, effective Monday, 02 April 2007. As such, the DAF Authentication Division will no longer require certificates coming from the Malacañang Authentication Office, as it will close its operations on Friday, 30 March 2007.

Presidents/heads, registrars and concerned school officials are hereby urged to give wholehearted cooperation.

This CMO shall take effect immediately.

Pasig City, Philippines, March 19, 2007


CARLITO S. PUNO
Chairman

Copy Furnished:

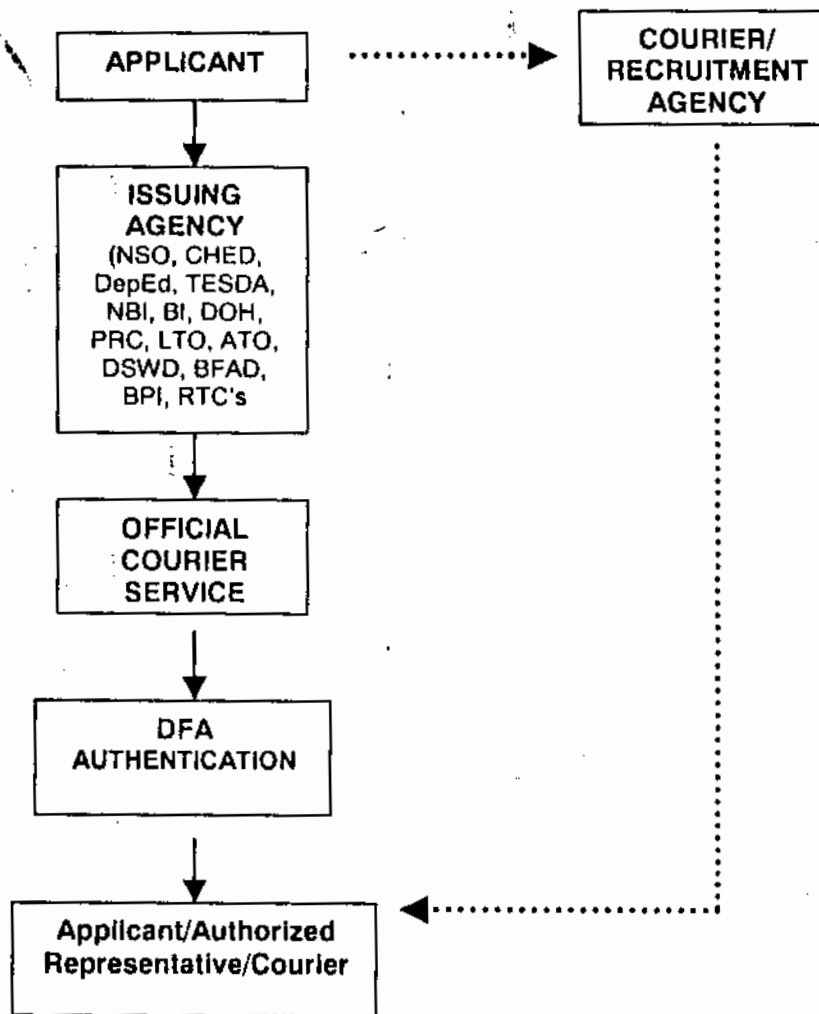
Presidents/Heads, registrars and concerned school officials of all HEIs
CHED Regional Directors

Enclosed: As stated

References:

1. Manual of Regulations for Private Schools, 8th Edition (corrected), 1992
2. CHED Memorandum Order No. 22, series of 2000
3. CHED Memorandum Order No. 32, series of 2001
4. CHED Manual of Procedures, 2004
5. CHED Memorandum Order No. 1, series of 2005
6. Memorandum from the CHED Chairman dated 28 December 2006
7. Executive Order No. 582, series of 2006

New DFA Authentication Procedures



STEP 1

Applicant files application with the concerned government agency/office for the issuance of his/her document/certificate. Applications must indicate that the document will be submitted to DFA for authentication.

STEP 2

Government agency/office shall instruct the applicants to accomplish the DFA Claim Stub in duplicate.

STEP 3

Government agency/office transmit all applications received within the day to DFA through DFA's official courier. - to be picked up 5:00 PM daily from CHEDRO

STEP 4

Applicant or authorized representative will go to DFA after two (2) working days from filing with the issuing government agency. Authenticated documents will be released to the applicant on the same day upon payment of appropriate fee.

Annex B

CPRO #5: Issuance of Certification, Authentication and Verification (CAV) of Academic Records

1. An individual applying for CAV submits his/her application to the Office of the Registrar of the HEI using the prescribed form (Attachment 2) together with the original copy of the documents to be authenticated or verified.
2. The Registrar certifies to the authenticity of the documents using the prescribed Form (Attachment 3) and forwards the same to the CHEDRO by himself or through the designated Liaison Officer.
3. The Records Officer receives the application forms.
4. The Registrar or Liaison Officer makes payment of the processing fee to the Cashier.
5. The Records Officer prepares the certification and forwards the same to the Administrative Officer.
6. The Administrative Officer signs the certification.
7. The Records Officer seals and releases the CAV to the Registrar of the School Liaison Officer.

N.B.: In the case of school documents for DFA authentication, the CHEDRO must inform the applicant that school documents for DFA authentication shall not be released to them, and instead, these documents shall be transmitted directly to DFA for authentication.

8. The Registrar releases the CAV to the applicant.

Attachment 1 to Annex B
CAV Request Letter

Date

Dr. _____
Regional Director
Region _____
CHED

Sir/Madam:

I, (print complete name, including middle initial), would like to request your good office for the authentication of my academic records in (print course/program), issued by (print college/university). In this connection, I am submitting the following records through the Office of the Registrar.

1. Official Transcript of Records
2. Diploma
3. Certification of Enrolment (for undergraduate student only)
4. Certification of Clinical Experience (if applicable)
5. Certified copy of Special Order

Thank you.

Respectfully yours,

Student
(Signature over printed name)

Attachment 2

1st Indorsement

Name of Institution _____

Date _____

Respectfully forwarded to the Regional Director, Commission on Higher Education, the request of (name of student, status, etc.) for the authentication of his records, recommending approval, with the certification that the documents* forwarded herewith are true and authentic copies of the documents issued and/or kept by this institution.

Registrar
(Signature over printed name)

*Note: The following documents are attached:

1. Official Transcript of Records
2. Diploma
3. Certification of Enrolment (for undergraduate student only)
4. Certification of Clinical Experience (if applicable)
5. Certified copy of Special Order

LIST OF GRADUATES BY INSTITUTION, PROGRAM AND SEX

"ANNEX C"

Name of the Institution: _____
 Address: _____

STUDENT NAME		SEX	PROGRAM_NAME	MAJOR	PROGRAM AUTHORITY TO OPERATE AUTHORITY NUMBER	YEAR GRANTED	GRADUATION DATE	
LASTNAME	FIRSTNAME	(M/F)					MONTH	DAY YEAR
BELOW ARE SAMPLE DATA:								
DE GUZMAN	RONNEL	M	BACHELOR OF SCIENCE IN CIVIL ENGINEERING		Government Recognition No. 153	2000	03	31 2006
CRUZ	RACQUEL	F	BACHELOR OF SECONDARY EDUCATION	MATHEMATICS	Board Resolution No. 3	1972	06	15 2001
VIERNES	ALEXANDER	M	BACHELOR OF ARTS	ENGLISH	City Ordinance No. 53	2000	10	31 2000

Certified Correct by: _____ Date of Submission: (MM/DD/YYYY)

School Registrar (Last Name, First Name, Middle Name)