



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

**Office of the Schools Division  
Superintendent**

21 APR 2021

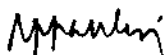
DIVISION MEMORANDUM

No. 170, s. 2021

**SUBMISSION OF SECONDARY EVIDENCE FOR REQUEST OF ACADEMIC SCHOOL  
RECORDS (ASR) IN THE DIVISION OFFICE IN REGARDS TO CERTIFICATION,  
AUTHENTICATION, AND VERIFICATION (CAV) OF SCHOOL RECORDS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors/Districts In-Charge  
Elementary and Secondary School Heads  
Registrars/Records Custodian  
All Others Concerned

1. Per DepEd Order No. 48 s. 2017, Secondary Evidence refers to documentary evidences to support any claim of graduation from, or completion of, any level in formal educational system when school records are lost, damaged or destroyed.
2. In view hereof, all applicants whose Academic School Records are not found at the School, are directed to submit any of the following as secondary evidence together with the CAV Form 2 (School Referral to Division Office):
  - i. Sworn Statement of any two (2) of the applicant's classmates, principals, or teachers; and supported by either the school graduation photos, souvenir program, or graduation program; or
  - ii. Duly certified copy of either Form 137 or Form 138 of the learner on file in any Tertiary Learning Institutions; or diploma/transcript of records on file in the learner's current/previous employer/s.
3. If in instances where the applicant cannot submit any of the secondary evidences, the school is directed to issue a Certification of Last Grade Level and School Attended signed by the incumbent school head and an Affidavit of Loss of the applicant.
4. Immediate dissemination and compliance of this Memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SPP/MSP-JMA/AdSR/TSD  
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**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph