



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 2, 2026

DIVISION MEMORANDUM

No. 421, s. 2026

**REGISTRATION OF AUTHORIZED PROCESSORS FOR THE ONLINE CERTIFICATION,
AUTHENTICATION AND VERIFICATION APPLICATION SYSTEM (OCAVAS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Office Section Heads
All Public School Heads
All Other Personnel Concerned

1. In line with the Department of Education's continuing efforts to enhance the delivery of services related to the Certification, Authentication, and Verification (CAV) of basic education school records, all concerned are hereby informed of DepEd Memorandum No. OM-OUA-2026-444 dated July 27, 2026, issued by the Office of the Undersecretary for Administration, entitled "Registration of Authorized Processors from the School, Division, and Regional Offices for the Online Certification, Authentication and Verification Application System (OCAVAS)." which provides the initial registration of authorized processors from the schools, and division office personnel who will be responsible for processing CAV-related transactions through the Online Certification, Authentication and Verification Application System (OCAVAS).
2. The registration is intended to ensure the operational readiness of OCAVAS and facilitate the transition from the existing manual CAV-related processes to the enhanced online system.
3. Pursuant to Section III of the above cited memorandum, all concerned shall observe the following registration guidelines:
 - a. The Administrative Service - Records Division shall use the collected data to be given to the developer and upload to OCAVAS database for accounts creation and solely for that purpose only.
 - b. This registration covers DepEd's non-teaching personnel responsible for the processing of all CAV-related manual processes and upon creation of the accounts shall be performing those processes on the OCAVAS.
 - c. Only public schools shall register as the OCAVAS is initially intended to be used by public schools and its learners.
 - d. All concerned personnel are requested to accomplish the registration form using their complete name, position, and their active DepEd email account.
 - e. The number of admins for every school, and division office to register



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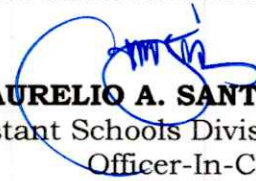




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- is limited to five (5) where one is the certifying officer or head of office and the others included are back up signatories and handlers of CAV Applications.
6. For role selection on the Registration form, the "Primary Processor" role is automatically the head of office
 7. The registration forms may be accessed through:
 - a For School. <https://tinyurl.com/CAVSchoolRegistration>
 - b. For Division: <https://tinyurl.com/CAVDIvisionRegistration>
 4. All concerned offices and public schools are hereby directed to complete the required registration on or before **September 15, 2026**.
 5. For inquiries, please contact the Administrative Service-Records Division through email at cynthia.dalman001@deped.gov.ph.
 6. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:


AURELIO A. SANTISAS, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

