



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 7, 2022

DIVISION MEMORANDUM

No. 049 series 2022

**RECONSTRUCTION OF DIPLOMA AS A REQUIREMENT FOR CERTIFICATION,
AUTHENTICATION AND VERIFICATION (CAV)**

To : District Supervisors
Secondary School Principals
and School Heads
Private Schools Administrators

1. Relative to the issuance of CAV to learners, the following must be observed under the "Procedures on the Processing of CAV" per DepEd Order No. 48, s. 2017.
 - a. In case of lost, damaged or destroyed documents, the following must be produced by the applicant:
 - Sworn Statement of any two (2) of the applicant's classmates, principals, or teachers; and supported by either the graduation photos, souvenir program, or graduation program; or
 - 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.
 - b. Lost diploma maybe replaced for this purpose only upon presentation of the abovementioned requirements.
 - c. The reconstruction of diploma shall be subject to submission of incontestable proofs of a Learner's completion of the academic requirements of the appropriate academic program, provided that the contents of the diploma shall strictly follow the DepEd-prescribed format.
2. The format of a reconstructed diploma is hereto attached.
3. Please be guided accordingly.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



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Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
Rehiyon III
Region III
Sangay ng Bulacan
Division of Bulacan

DepEd
DEPARTMENT OF EDUCATION

Paaralan
School

Pinapalagayan nito na si _____
This certifies that _____
ay kasiya-siyang nakatapos nong Taon *Panganyunuan* _____ ng *Kurikulum* ng *Edukasyon Sekundarya*
has satisfactorily completed in School Year _____ the Secondary Curriculum
na *itinatala* ng *Kagawaran* ng *Edukasyon*, kaya *pinagkubotan* siya nito ng
prescribed by the Department of Education and therefore is given this

Katibayan

CERTIFICATE

Kagawaran sa Lungsod ng Malolos, Bulacan, Pilipinas ngayong ita-
Signed at the City of Malolos, Bulacan, Philippines this _____ ng _____ day of _____, 20____.

(name of former school head)
PUNONG-GURO
Principal

(name of former SDS)
TAGAPAMANIHALA NG MGA PAARALAN
Schools Division Superintendent

This is a reconstructed diploma as per DepEd Order No. 48, s. 2017.

School Principal
ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent