



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

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Office of the Schools Division
 Superintendent

31 March 2026

DIVISION MEMORANDUM

NO. 199 S. 2026

SUBMISSION OF LISTS OF GRADUATES AND COMPLETERS SY 2025–2026

To: All School Heads (Elementary & Secondary)
 All Administrative Officers, Registrars
 ALS Coordinators
 All Others Concerned

- In compliance with DepEd Order No. 48, s. 2017, otherwise known as the *Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records*, this issuance aims to streamline processes and ensure the authenticity and veracity of learners' school records.
- This also seeks to provide proper guidance and direction to all concerned in the processing of CAV transactions for academic school records, particularly in support of requirements of the Department of Foreign Affairs (DFA).
- In this regard, all School Heads, ALS Coordinators, School Registrars and Administrative Officers are hereby required to submit the Master Lists of Graduates and Completers for SY 2025–2026, covering the following:
 - ALS Accreditation and Equivalency (A&E) Test Passers
 - Grade 6, Grade 10, and Grade 12 completers and graduates
- Submission shall be on or before **April 20, 2026**, using the prescribed template (see attached Annex 1). Master lists of completers and graduates shall be consolidated by district and assigned a single tracking number.
- Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

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