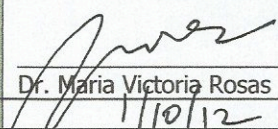


Policy No:	ACA-POL-REG-0007
Policy Title:	Certification, Authentication, and Validation (CAV) Policy
Implementation Procedure:	ACA-PROC-REG-0007 Application for Certification, Authentication, and Validation (CAV)
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and processing of all requests for CAV.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All requests for CAV are processed by the Office of the Registrar. 2. Requisitioners (students or graduates), who have an original copy of their diploma or transcript of records, should submit them to the Registrar's Office. Otherwise, the students or graduates should first request for a copy of their diploma and transcript of records. 3. The requisitioners should be cleared from any form of accountability before the request for CAV can be processed. 4. The Liaison Officer is responsible for submitting all requests for CAV to the Commission on Higher Education (CHED). 5. The Colegio devotes a maximum of 10 working days for all CAV requests to be transferred to the CHED. 6. The CHED is the sole office responsible for forwarding the documents for CAV to the Department of Foreign Affairs (DFA). 7. The CHED issues a claim stub, which will later be given by the Colegio to the requisitioner. 8. The requisitioner holds the responsibility of collecting the claim stub from the Office of the Registrar and later to the DFA.
Applicability:	All students and graduates
Policy Approval Authority:	Registrar
Related Policies or References	
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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