**CAV REFERRAL FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Schools Div. Superintendent/Principal/Registrar

Name of School: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam:

The Enclosed school credentials of Mr. /Ms**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Applicant**

1. Diploma (with 3 Certified Photo Copy)

2. Original Form 137 (with 3 Certified Photo Copy

3. Certificate of Graduation (Latest and Original) (with 3 Xerox Copy

4. Certificate of School Last Attended (Latest and Original) (with 3 Xerox Copy)

5. List of Graduates/Year Book (duly Certified Correct by the Authorized Official

6. Copy of Special Order (certified photo copy)

7. Two (2) pcs. Passport size ID picture

8. Birth Certificate/Xerox of Passport

9. Authorization Letter from the Applicant

10. Specimen Signature of the Authorized School Signatory

11. Latest School Government Permit/Recognition

All Photo Copy of F-137/Diploma shall be certified by the Authorized School Officials ex. Principal/Registrar/Director.

Remarks: **DEPED ORDER NO. 48, S. 2017 DATED AUGUST 25, 2017.**

Very truly yours,

**ANN GERALYN T. PELIAS**

Chief Administrative Officer