



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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RELEASED

NOV 11 / 2016

By 
DepEd Angeles City
Division of City Schools

November 11, 2016

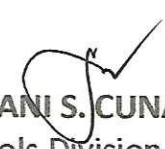
DIVISION MEMORANDUM

No. 381, s. 2016

**MODIFIED FORMAT OF THE CLAIM STUB FOR DEPARTMENT OF FOREIGN
AFFAIRS AUTHENTICATION**

To: Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum No. 118, s. 2016 "The Modified Format of Claim Stub for the Department of Foreign Affairs (DFA) Authentication Form". This is pursuant to the Letter dated September 8, 2016 of the DFA to DepEd.
2. For your guidance, information and wide dissemination.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **188**, s. 2016

04 NOV 2016

**MODIFIED FORMAT OF THE CLAIM STUB FOR DEPARTMENT
OF FOREIGN AFFAIRS AUTHENTICATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the Modified Format of Claim Stub for the Department of Foreign Affairs (DFA) Authentication Form (copy enclosed) for the information and guidance of all concerned. This is pursuant to the Letter dated September 8, 2016 of the DFA to DepEd.
2. The revision to the claim stub are as follows:
 - a. **Logo** of the issuing government agency must be affixed to the upper-left portion of the claim stub; and
 - b. **Region/Division** office of the Department of Education (DepEd) must be indicated or specified.
3. The DFA has also prescribed the inclusion of the following in the new claim stub:
 - a. Requirement for authorized representative who will claim Authentication of forwarded documents; and
 - b. Authentication Fee of **One Hundred Pesos (P 100.00)** to be paid upon claiming the document/s at DFA-Authentication Office.
4. Likewise, it is reiterated that all unclaimed documents will be disposed of after *three months* from the scheduled date of release.
5. This amends accordingly DepEd Memorandum No. 62, s. 2016 entitled *Change in DepEd Memorandum No. 381, s. 2007 (Guidelines on the Issuance of Certification, Authentication and Verification, (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, and Other School Records)*.
6. This Memorandum shall take immediately upon its approval.
7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:


As stated

References:

DepEd Memorandum: (No. 62, s. 2016) and 381, s. 2007

To be indicated in the Perpetual Index
under the following subjects:

AUTHENTICATION
CHANGE
CERTIFICATES
FEES
FORMS
LOGO
OFFICIALS

		Claim Stub for DFA Authentication		DFA-OCA-A-03
Name of Government Agency: Department of Education		DFA Release on:		
Region/Division:		Airway Bill No.:		
Type of Document:		Control No.:		
Name of Applicant:	Surname		First Name	Middle Name
	Home Address:			
Contact Nos.:		Email address:		

Note:

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office.
- Authorized Representatives may claim Authentication of forwarded documents upon presentation of the following: 1) Original copy of the Notarized Special Power of Attorney from the owner of the document/s; if owner of the document/s is out of the country, SPA must be authenticated by the nearest Philippine Embassy Consulate; for document/s of minor, SPA must be issued by either of the minor's parents; 2) Photocopy of the applicant's valid ID bearing his/her signature, and Photocopy of representative's own valid ID bearing his/her signature.

Disclaimer:

- In the event of delayed delivery, document will only be released by the DFA once received from the Agency.
- All unclaimed documents will be disposed of after three (3) months from the scheduled date of release.

This portion must be filled out upon receipt of Document

- This form, when duly-signed and dated, shall constitute proof of ownership or possession of the documents submitted for authentication and confirms the veracity of the information provided.
- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

DFA Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document

- The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
- Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within hours upon receipt of Authenticated Document.
- Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.


DFA Releasing Personnel

Applicant/Representative's
Signature over Printed Name

Date

Authentication concerns or suggestions? Please fill up our Client Feedback Form or Call (02) 834-4000 loc 2106/2266 email: authentication.verification@dfa.gov.ph or authenticationdfa@gmail.com

REVISION: 01 EFFECTIVITY DATE: SEPTEMBER 2016

		Claim Stub for DFA Authentication		DFA-OCA-A-03
Name of Government Agency: Department of Education		DFA Release on:		
Region/Division:		Airway Bill No.:		
Type of Document:		Control No.:		
Name of Applicant:	Surname		First Name	Middle Name
	Home Address:			
Contact Nos.:		Email address:		

Note:

- DFA Authentication fee of Php100/document to be paid upon claiming the document/s at DFA- Authentication Office.
- Authorized Representatives may claim Authentication of forwarded documents upon presentation of the following: 1) Original copy of the Notarized Special Power of Attorney from the owner of the document/s; if owner of the document/s is out of the country, SPA must be authenticated by the nearest Philippine Embassy Consulate; for document/s of minor, SPA must be issued by either of the minor's parents; 2) Photocopy of the applicant's valid ID bearing his/her signature, and Photocopy of representative's own valid ID bearing his/her signature.

Disclaimer:

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- Total No. of Documents for Authentication: _____

Applicant/Representative's
Signature over Printed Name

Date

DFA Receiving Processor

This portion must be filled out upon receipt of DFA Authenticated Document

- The signature on the space below indicates the applicant's confirmation of the accuracy of the entries contained on the DFA Authentication Certificate.
- Request for correction of entries on DFA Authentication Certificates must be brought to the attention of the Authentication Pending and Correction Unit within 2 hours upon receipt of Authenticated Document.
- Request for corrections made beyond 24 hours shall be charged with corresponding authentication fee.

DFA Releasing Personnel

Applicant/Representative's
Signature over Printed Name

Date