



**REQUEST FOR CERTIFICATION, AUTHENTICATION,  
VERIFICATION (CAV)**

Document No.: FM-RO-33-00

Effective Date: June 2, 2014

**BILLING NO. :** \_\_\_\_\_

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

**Dr. LEONIDA S. CALAGUI, CESO III**

Director IV, CHED-National Capital Region  
Higher Education Development Center (HEDC) Bldg.,  
C.P. Garcia Avenue, UP Diliman, Quezon City

Dear Madam,

I, \_\_\_\_\_ would like to request your good office for the authentication of my academic records in \_\_\_\_\_, issued by the Mapúa Institute of Technology. In this connection, I am submitting the following records through the Office of the Registrar:

1. Official Transcript of Records
2. Diploma
3. Certified copy of Special Order
4. Certification of Enrolment/Attendance (for undergraduate student only)

Thank you.

Respectfully yours,

\_\_\_\_\_  
Signature over printed name

**Contact No.:** \_\_\_\_\_

1<sup>st</sup> Indorsement  
Mapúa Institute of Technology

\_\_\_\_\_  
Date

Respectfully forwarded to the Director IV, Commission on Higher Education-National Capital Region, the request of Mr./Ms. \_\_\_\_\_ for the authentication of his/her records, recommending approval, **with the certification that the documents\* forwarded herewith are true and authentic copies of the documents issued and/or kept by this Institution.**

**LOBELLA G. DAMIAN**  
Registrar

**Note:** The following documents are attached.

- Official Transcript of Records
- Diploma
- Certified copy of Special Order
- Certification of Enrolment/Attendance (for undergraduate student only)