



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent



Reference Number: RU-2026-084

October 16, 2026

DIVISION MEMORANDUM
No. 467 s, 2026

**DISSEMINATION AND STRICT IMPLEMENTATION OF THE GUIDELINES ON THE
VERIFICATION OF ACADEMIC CREDENTIALS SUBMITTED IN SUPPORT OF
APPLICATIONS FOR PROMOTION, APPOINTMENT, OR OTHER PERSONNEL
ACTIONS**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to the Memorandum dated 16 October 2026 issued by the Office of the Undersecretary for Legal and Legislative Affairs, bearing reference number OULLA-2026-2978, entitled "Guidelines on the Verification of Academic Credentials Submitted in Support of Applications for Promotion, Appointment, or Other Personnel Actions," a copy of which is attached hereto as Annex A, all concerned personnel are hereby directed to disseminate and strictly observe the prescribed guidelines on the verification and evaluation of academic credentials.

2. The attached memorandum underscores the importance of ensuring the authenticity and validity of academic credentials and their compliance with applicable Commission on Higher Education (CHED) requirements and Department of Education (DepEd) policies in all personnel selection, promotion, appointment, and other personnel actions.

3. Accordingly, all concerned offices, committees, and personnel shall observe the following measures:

- a. Verification of Academic Credentials. All diplomas, academic credentials, and individual graduate course units submitted in support of applications for promotion, appointment, or other personnel actions shall be verified for authenticity and compliance with applicable CHED requirements and DepEd policies.
- b. Validation of Institutions and Credentials. Officially available information from CHED shall be used as a reference in evaluating the validity of institutions and their academic credentials. Any uncertainty regarding the validity of an institution or its credentials shall be referred to CHED for verification before the processing of the affected credentials proceeds.
- c. Compliance with Qualification Standards. Only academic credentials that satisfy applicable legal requirements, DepEd policies, and prescribed qualification standards shall be considered in determining an applicant's qualifications. Any



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suspected irregularity shall be properly documented and referred to the appropriate office for appropriate action.

- d. Investigation of Reported Irregularities. Reported or suspected irregularities involving academic credentials shall be subjected to appropriate fact-finding and administrative investigation. Where warranted by the evidence, the matter shall be referred to the proper authorities for appropriate administrative or legal action, subject to due process and applicable laws, rules, and regulations.
- e. Documentation and Reporting. All verification activities, findings, and referrals shall be properly documented. Matters requiring clarification or verification shall be coordinated with the appropriate DepEd offices and CHED, as applicable.
- f. Protection of Personnel Records. All academic records and supporting documents shall be handled with due care, confidentiality, and compliance with applicable data privacy and records management requirements.

4. The Personnel Unit and HRMPSB in coordination with the appropriate offices and selection or evaluation committees, shall ensure that the foregoing measures are incorporated into the processing and evaluation of applications for personnel actions within their respective functions. School heads and office chiefs shall likewise ensure the immediate dissemination of this Division Memorandum, together with the attached Annex A, to all concerned personnel and the observance of the prescribed verification procedures.

5. All concerned offices and school heads shall ensure that the attached memorandum is made available to personnel involved in the preparation, submission, verification, and evaluation of academic credentials for personnel actions. The issuance shall serve as a reference in the performance of their respective functions, subject to applicable laws, rules, regulations, and existing DepEd policies.

6. All concerned are reminded that the evaluation of academic credentials shall be evidence-based, consistent, impartial, and compliant with applicable laws, rules, and regulations. No adverse action shall be taken solely on the basis of an unverified allegation; all matters shall be addressed through the appropriate procedures.

7. Attached herewith is Annex A, titled "Guidelines on the Verification of Academic Credentials Submitted in Support of Applications for Promotion, Appointment, or Other Personnel Actions," for further information and reference.

8. Immediate dissemination of and strict compliance with this Memorandum are directed.

Digitally signed by
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OIC-Schools Division Superintendent



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DepEd Tayo Tabuk City



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2026-2978

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary for Legal and Legislative Affairs

SUBJECT : **GUIDELINES ON THE VERIFICATION OF ACADEMIC CREDENTIALS**
SUBMITTED IN SUPPORT OF APPLICATIONS FOR PROMOTION,
APPOINTMENT, OR OTHER PERSONNEL ACTIONS

DATE : 16 October 2026



To ensure the integrity of the personnel selection and promotion processes of the Department of Education (DepEd), all Regional Offices and Schools Division Offices are hereby directed to strictly observe the following:

1. **Verification of Credentials.** All diplomas, academic credentials, and individual graduate course units submitted in support of applications for promotion, appointment, or other personnel actions shall be verified for authenticity and compliance with applicable Commission on Higher Education (CHED) requirements and DepEd policies. The list and other relevant information officially provided by CHED shall serve as reference in the evaluation of such credentials. Any uncertainty regarding the validity of an institution or its credentials shall be referred to CHED for verification prior to the processing of the credentials for whatever purpose it may serve.
2. **Compliance in Personnel Evaluations.** Only academic credentials that satisfy applicable legal and DepEd requirements shall be considered in determining compliance with prescribed qualification standards. Any suspected irregularity shall be properly documented and referred to the appropriate office for appropriate action.
3. **Investigation of Reported Cases.** The appropriate offices shall immediately conduct the necessary fact-finding and administrative investigation into the alleged use of questionable graduate academic credentials. Where warranted by the evidence, appropriate administrative proceedings shall be initiated or pursued, without prejudice to referral to the proper authorities for possible criminal liability. Any adverse action shall be based on facts and applicable law, with due observance of procedural requirements. The Offices are directed to promptly notify the Office of the Undersecretary for Legal and Legislative Affairs regarding any investigation, findings, and reports on the matter.

All Regional Directors and Schools Division Superintendents shall ensure the dissemination and implementation of this Memorandum and coordinate with the appropriate DepEd offices and CHED on matters requiring verification or clarification.

For strict compliance.



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