



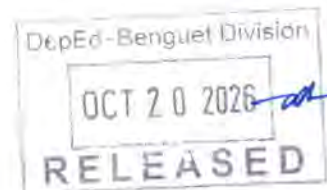
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

19 October 2026

DIVISION MEMORANDUM
No. 448 s. 2026

**REITERATION OF MEMORANDUM OULLA – 2026 – 2978 TITLED GUIDELINES ON THE
VERIFICATION OF ACADEMIC CREDENTIALS SUBMITTED IN SUPPORT OF
APPLICATIONS FOR PROMOTION, APPOINTMENT,
OR OTHER PERSONNEL ACTIONS**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/In-charge
Elementary and Secondary School Heads
Division HRMPSB and Sub-Committees
All Others Concerned



1. Pursuant to Memorandum OULLA-2026-2978, all diplomas, academic credentials, graduate degrees, 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.
2. Attention is invited to all concerned offices, schools and personnel on the strict compliance on the provision of Memorandum OULLA – 2026 – 2978 (*see Enclosure 1*) on the verification and authentication of academic credentials submitted by applicants and personnel to ensure integrity, transparency and credibility of personnel selection and promotion.
3. Additionally, all photocopies of Official Transcript of Records (OTRs) and diplomas submitted by applicants or personnel for application, promotion or other personnel actions must be **duly certified or authenticated** by the respective University or College Registrars.
4. For information, guidance and compliance.

sgd

CARMEL F. MERIS
OIC-Schools Division Superintendent



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.



DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-7208/8633-7228/8687-2922/8636-4876/8637-6209
Email Address: ose@deped.gov.ph | Website: www.deped.gov.ph



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet