



Application for Certification, Authentication & Verification (CAV)

ABOUT THE SERVICE

This is for student who wants to apply for Certification, Authentication & Verification (CAV) for purposes of having a red ribbon authentic from the Department of Foreign Affairs (DFA).

Department / Office:		CITY COLLEGE OF NAGA		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Those who studied and graduated from CCN		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter Request		City College of Naga		
• Endorsement from Registrar		City College of Naga		
• Original and Certified True Copy of Transcript of Records		City College of Naga		
• Original and Certified True copy of Diploma		City College of Naga		
IF APPLICANT IS UNDERGRADUATE:				
• Original and certified true copy of the Certificate of units earned		City College of Naga		
• Certified True Copy of Special Order (S.O.)		City College of Naga		
• Self-addressed stamp envelope		Requesting party		
• CAV Fee		CHEDRO V		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents.	2. Receives and checks the completeness of the requirements	P	30 minutes	HERNANE R. ERFE Registrar
3. Pays for the authentication fee.	4. Issue the Order of Payment and pay to the cashier.	P25.00 / page	15 minutes	LOCAL REVENUE COLLECTION OFFICER City Treasurer's Office
5. Pays the corresponding fee at CHED cashier.	6. Receives payment and enclosed the same in a sealed envelope as CAV fee.	P80.00		Cashier CHEDRO V
7. Witness in the preparation of documents and after the preparation do the mailing of the said documents.	8. Places all the required documents in a sealed brown w/ (2) signatures of the Registrar & let the requesting party do the mailing.	Depends on the courier.		HERNANE R. ERFE Registrar Courier
9. Receives stub	10. Waits for the		10 days	



and picks up CAV at DFA.	reply with notification stub.			CHEDRO V CAV Processor
TOTAL		P105.00	10 days and 45 minutes	

CITY COLLEGE OF NAGA

Diversion Road, Almeda Highway, Concepcion Grande, Naga City

For more information, please contact:

Hernane R. Erfe, Registrar

Cellphone No. 09178071240

Dr. Magno S. Conag Jr., LUC President

Email: ccn@naga.gov.ph