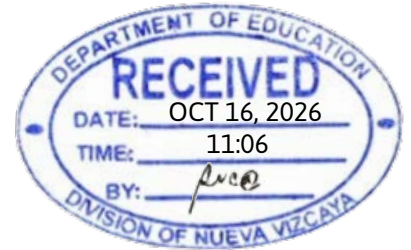




Republic of the Philippines  
**Department of Education**

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

|                                                                         |                           |                |
|-------------------------------------------------------------------------|---------------------------|----------------|
| <b>MEMORANDUM</b>                                                       |                           | Date: 10/16/26 |
| To: ( ) PSDS/DICs                                                       | ( ) Elem/Sec School Heads |                |
| ( ) Private Schools                                                     | ( ) Others:               |                |
| For: ( ) Information                                                    | ( ) Dissemination         |                |
| ( ) Guidance                                                            | ( ) Strict Compliance     |                |
| <b>ORLANDO T. MANUEL PhD, CESO V</b><br>Schools Division Superintendent |                           |                |
| By: AIDE                                                                | CID Chief                 | SOOD Chief     |
| AD                                                                      | Atty                      | Signature      |



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.