



2. Request for Correction of Entries in School Record

This process covers the rectification of personal information in scholastic records. It is a remedy for any student whose school records contain error/s which is/are purely typographical in nature, and which can be corrected by the issuance of a Resolution directing the correction of such error/s.

Office or Division:	Legal Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students with records in DepEd			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy)				Client
2. School records to be corrected - Diploma and Form 137 (1 Original Copy)				School
3. Certification or Indorsement from the School Head (1 Photocopy)				School
4. Certified true copy of the Certificate of Live Birth (1 Original)				PSA
5. Affidavit of Discrepancy (1 Original Copy)				Applicant (If minor, with assistance of parent/guardian)
6. Affidavit of two disinterested persons (1 Original Copy)				Affiants
7. Special Order of Graduation (<i>only required for graduates of private schools</i>) (1 Original Copy)				School
8. Proof of identity of requesting party (Valid ID with photo and signature) If representative, proof of identity with authorization letter from requesting party				Client
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Receive the documents and route to Legal	None	10 minutes	Records Section
	1.2 Receive and evaluate the completeness of the requirements	None	10 minutes	Legal Unit Staff
	1.3 Prepare resolution and countersign	None	30 minutes	Legal Unit Staff
	1.4 Sign and approve the resolution	None	15 minutes	Regional Director
2. Receive resolution	2.1 Release signed resolution	None	5 minutes	Records Section
TOTAL:		None	1 hour, 10 minutes	