



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

May 19, 2020

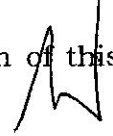
DIVISION MEMORANDUM

No. 129, s. 2020

**ONLINE APPLICATION FOR REQUESTS FOR CORRECTION OF ENTRIES
IN THE SCHOOL RECORDS**

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to the Regional Memorandum No. 0243, s. 2020 titled "Online Application for Requests for Correction of Entries in the School Records", the Department of Education (DepEd) Regional Office has explored ways and means to continue to deliver services to the public while observing social distancing due to the current situation on the Corona Virus pandemic.
2. In compliance with DepEd Memorandum No. 43, s. 2020, the Regional Legal Affairs Unit shall accept online application for requests for Correction of Entries in the School Records e.g. requests for correction of name and correction for date of birth.
3. The process of such application shall be in the following manner:
 - a. The concerned school shall receive requests for correction of school record entries from the applicant and shall certify the completeness and authenticity of the submitted and scanned documents and shall use its DepEd Email in sending the application to the concerned Schools Division Office.
 - b. The Schools Division Office through the Legal Officer/Administrative Officer V shall evaluate the application and issue a certification of compliance and forward the same application to the Regional Office, Legal Affairs Unit through the email address: ro7.legalresearch@deped.gov.ph with the scanned copies of the attached Checklist of Documentary Requirements.
 - c. The Regional Legal Affairs Unit shall evaluate the documents based on the checklist and prepare the Resolution approving such request if compliant, or notify the Schools Division Office of the lacking requirements to be complied with.
 - d. The Resolution shall be transmitted to the school through the Schools Division Office.
4. For the information of all concerned, wide dissemination of this Memorandum is enjoined.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

JIAL/MKP/ADMIN/atm



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

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SIA MURAN -
FOR APPROVAL
5-19-20



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED
BY [Signature] DATE: 5/19/20

Office of the Regional Director

MAY 18 2020

REGIONAL MEMORANDUM
No. 0243, s. 2020

**ONLINE APPLICATION FOR REQUESTS FOR CORRECTION OF ENTRIES
IN THE SCHOOL RECORDS**

To: Schools Division Superintendents
Public/Private Elementary/Secondary School Principals/Administrators
All Others Concerned

1. With the current situation on the Corona Virus pandemic, this Office has explored ways and means to continue to deliver services to the public while observing social distancing. To discourage physical office visits, this Office currently utilizes technology so as not to hamper its vital operations.
2. In consonance with the foregoing and in compliance with DepEd Memorandum No. 43, s. 2020, the Legal Affairs Unit of this Office shall accept online application for requests for Correction of Entries in the School Records e.g. requests for correction of name and correction for date of birth.
3. The concerned school shall receive requests for correction of school record entries from the applicant and shall certify the completeness and authenticity of the submitted and scanned documents and shall use its DepEd Email in sending the application to the concerned Schools Division Office.
4. The Schools Division Office concerned through the Legal Officer/ Administrative Office V shall evaluate the application and issue a certification of compliance and forward the same application to the Regional Office, Legal Affairs Unit through the email address ro7.legalresearch@deped.gov.ph with the scanned copies of the attached Checklist of Documentary Requirements.
5. The Legal Affairs Unit of this Office shall evaluate the documents based on the checklist and prepare the Resolution approving such request if compliant, or notify the Schools Division Office concerned of the lacking requirements to be complied with.
6. The Resolution shall be transmitted to the school through the Schools Division Office concerned.
7. For the information of all concerned, wide dissemination of this Memorandum is enjoined.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director III
OIC-Regional Director

Enclosure: Checklist of requirements



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CORRECTION OF ENTRIES OF
SCHOOL RECORDS**

1. Letter request of the student/parents addressed to Regional Director, Department of Education Regional Office 7, Sudlon, Lahug, Cebu City.
2. Endorsement from the School Principal or School Registrar to DepEd Regional Director
3. Original PSA/NSO Birth Certificate.
4. Affidavit of Self or Mother's/Father's/Guardian's Affidavit if the student is a minor.
5. Affidavit of two disinterested persons.
6. School Records bearing the wrong name (Diploma and Form 137)
7. 2x2 ID picture
8. Documentary Stamp Tax.



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