



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**

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**DIVISION MEMORANDUM**


No. 272 s. 2022

JUL 07 2022

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 500, S. 2022  
ENTITLED "MINIMUM REQUIREMENTS FOR CORRECTION OF ENTRY IN  
THE SCHOOL RECORDS OF PUPILS/STUDENTS IN PUBLIC AND PRIVATE  
ELEMENTARY AND SECONDARY SCHOOLS IN REGION VI"**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public School District Supervisors  
Elementary and Secondary School Heads (Public and Private)  
Administrative Officer V  
All Others Concerned

1. Please find attached Regional Memorandum No. 500, s. 2022 dated July 6, 2022 entitled, "**Minimum Requirements for Correction of entry in the School Records of Pupils/Students in Public and Private Elementary and Secondary Schools in Region VI.**"
2. School officials/personnel in-charge of the above-mentioned service shall ensure completeness of the documentary requirements enumerated in **Item No. 3 of RM 500, s. 2022**, and must be endorsed by the school head concerned.
3. The Records Unit of the Office of the Schools Division Superintendent shall check and ensure that all documentary requirements submitted by the requestor/applicant are complete for endorsement by the Schools Division Superintendent to the Regional Director.
4. Refer to Annex "B" of the attached regional memorandum for the checklist of documentary requirements.
5. For widest and immediate dissemination.

  
**ARNOLD S. MAGDAET**  
Administrative Officer V  
In-Charge of the Division



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 570, s. 2022

JUL 05 2022

TO: Schools Division Superintendents  
All Others Concerned

**MINIMUM REQUIREMENTS FOR CORRECTION OF ENTRY IN THE  
SCHOOL RECORDS OF PUPILS/STUDENTS IN PUBLIC AND PRIVATE  
ELEMENTARY AND SECONDARY SCHOOLS IN REGION VI**

1. This Office, through the Legal Unit, has observed that some requests for correction of entry in the school records of pupils/students in public and private elementary and secondary schools are being returned due to some deficiencies or lack of supporting documents.
2. In order to address the problems and to fast track the processing of the requests, this Office issues this Memorandum, for the guidance of the field offices.
3. All requests for correction of entry in the school records of the pupils/students in public and private elementary and secondary schools should be accompanied by the following:
  - a. Letter request, signed by the applicant if of legal age, or by the parent/guardian if otherwise;
  - b. Sworn affidavit of discrepancy, executed by the applicant if of legal age, or by the parent/guardian if otherwise;
  - c. Sworn affidavit of discrepancy executed by two (2) disinterested persons;
  - d. One (1) original copy on secured paper, and three (3) certified true copies of the applicant's certificate of live birth issued by the Philippine Statistics Authority;
  - e. Three (3) certified true copies of the student's permanent records (DepEd Form 137);
  - f. One (1) original copy and three (3) certified copies of a Certificate of Negative Results issued by the Philippine Statistics Authority in case of change of first name, middle name, and/or surname;
  - g. Duly filled accomplished request with data sharing consent using the form prescribed by this Office, hereto attached as Annex "A".



4. All requests must be indorsed by the concerned Schools Division Superintendent to this Office. By indorsing the request, the Schools Division Superintendent warrants the completeness, correctness and validity of the documents submitted by the applicant/requestor.
5. Attached as Annex "B" is the checklist of the documentary requirements.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Inclusion: as stated.

Allotment: 1

To be indicated in the **Perpetual Index**  
under the following subjects:

PUPILS

SCHOOL RECORDS

STUDENTS



# Annex "A"

Legal Unit Priority Number:

Nature of Transaction (Please check appropriate spaces.)

**REQUEST FOR CORRECTION OF SCHOOL RECORDS**

**REQUEST FOR CERTIFICATION AS TO ADMINISTRATIVE COMPLAINT/CASE**

The said Certification is to be used for (Please check appropriate box.)

- |  |   |
|--|---|
| <input type="checkbox"/> Retirement                    | <input type="checkbox"/> Survivorship benefit |
| <input type="checkbox"/> Travel abroad                 | <input type="checkbox"/> Loan application.    |
| <input type="checkbox"/> Transfer                      |   |
| <input type="checkbox"/> Others (please specify) _____ |   |

To be accomplished  
by the Legal Unit  
personnel:

Date: \_\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

**To be accomplished before any personal data is disclosed.**

**I hereby certify that:** (a) I have read the Data Privacy Notice of the Legal Unit; (b) I am voluntarily giving the data requested below; (c) consent is given for the use of the above data in the processing of my above request; (d.) I fully understand that the data to be given will be made available to the GSIS office in case of retirement or claim for survivorship benefits, or to the concerned school and Schools Division Office in case of correction of school records, and to other applicable offices or agencies in relation to my transaction.

For correction of school records: (a) I am voluntarily giving copies of my Certificate of Live Birth and other pertinent documents; (b) I agree to have said copies retained in the files of the Legal Unit and the Records Section, as well as the concerned school(s) and Division Office; (c) I understand that these documents are necessary for the processing of my requested change of data.

Name of informant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** In case the informant is not the student or the student's parents (for correction of school records), or is not the applicant for the above-indicated personnel action (for issuance of Certification), or is not the designated Liaison Officer, said informant must be duly authorized through a Special Power of Attorney.

**To be accomplished in relation to requests for Certification as to administrative complaints/cases.**

Name of DepEd personnel: \_\_\_\_\_ Sex: \_\_\_\_\_

For married female personnel, please indicate maiden last name: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Position: \_\_\_\_\_ Station/School: \_\_\_\_\_

Schools District: \_\_\_\_\_ Schools Division: \_\_\_\_\_

**FOR RETIREMENT:**

Effective date of retirement:  
\_\_\_\_\_

**FOR SURVIVORSHIP BENEFITS:**

Date of death: \_\_\_\_\_

Name of surviving spouse/heir and relationship to the deceased):  
\_\_\_\_\_

**FOR LEAVE TO TRAVEL ABROAD:**

Personal  Official

Dates of travel: \_\_\_\_\_

Destination: \_\_\_\_\_

**FOR TRANSFER:**

Effective date of transfer: \_\_\_\_\_

New station: \_\_\_\_\_

**To be accomplished in relation to requests for correction of data in permanent school records.**

Name of student: \_\_\_\_\_ Sex: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ Email address: \_\_\_\_\_

# Annex "B"

## Minimum Requirements for Correction of Entry in a Student's School Records:

### Applicant/Requestor:

1. Letter request, signed by:
  - a. the applicant if of legal age, or
  - b. the parent/guardian if otherwise;
2. Sworn affidavit of discrepancy, executed by
  - a. the applicant if of legal age, or
  - b. the parent/guardian if otherwise;
3. Sworn affidavit of discrepancy executed by two (2) disinterested persons;
4. One (1) original copy on secured paper, and three (3) certified true copies of the applicant's certificate of live birth issued by the Philippine Statistics Authority;
5. Three (3) certified true copies of the student's permanent records (DepEd Form 137);
6. One (1) original copy and three (3) certified copies of a Certificate of Negative Results issued by the Philippine Statistics Authority (PSA), in case of change of first name, middle name, and/or surname; and
7. Duly filled accomplished request with data sharing consent using the form prescribed by this Office, hereto attached as Annex "A".

To claim the approved request, please check the appropriate box below, if:

Personal; or

Through mail. Select the available courier in your locality (**JRS, Postal Mail**).

Kindly write below the following data of the applicant/requestor:

Complete Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

### For the Schools Division Office:

Checked the completeness of the documentary requirements submitted by the applicant/requestor.

\_\_\_\_\_  
Division Office In-Charge

### For DepEd Regional Office In-Charge:

Received with complete documents

Others

\_\_\_\_\_  
Signature Over Printed Name