

1. Correction of Entries in School Records

This process covers the rectification of personal information in scholastic records. It is a remedy for any graduate of public and private schools, including the Alternative Learning System, 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.

**Corrections of learner information for currently enrolled learners may be processed through the school using the Learner Reference Number (LRN). The school shall validate the request and initiate the necessary correction following prescribed DepEd procedures.*

Office or Division:	Office of the Schools Division Superintendent – Legal Unit			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Graduates of Public or Private School, including ALS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement				
Request Letter indicating the entry/entries to be corrected – one (1) original copy	Client			
School records to be corrected: Diploma or Form 137 or SF 10, whichever is applicable – one (1) original, one (1) photocopy	School			
Certification or Endorsement from the School Head – one (1) photocopy	School			
Certificate of Live Birth issued by the Philippine Statistics Authority – one (1) original, one (1) photocopy	Philippine Statistics Authority			
Affidavit of Discrepancy – one (1) original copy	Client			
Affidavit of Two Disinterested Persons – one (1) original, one (1) photocopy	Affiants			
Valid ID of the requesting party showing photo and signature; if filed by a representative, include an Authorization Letter/or Special Power of Attorney and valid ID of both parties	Client			
Data Privacy Consent Form -One (1) original copy	Legal Unit			
If the Client is a graduate of a private school				
Special Order of Graduation (<i>required only for graduates of private schools</i>) – one (1) original	School			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the SDO through	1.1 Receive and record to logbook	None	10 minutes	Administrative Officer IV, Records Section

the Records Section.	<i>Note: Inform Client that s/he will be notified once document is available</i>			
	1.2 Refer the documents to Legal Unit	None	10 minutes	Administrative Officer IV, Records Section
	1.3 Evaluate submitted documents for completeness and legal sufficiency <i>Note: If there is any requirement that is lacking, inform the client that request will only be processed upon submission of lacking requirement/s</i>	None	20 minutes	Attorney III / Legal Assistant I, OSDS-Legal Unit
	1.4 Draft Resolution/Order then forward to Schools Division Superintendent for signature	None	1 day	Attorney III, OSDS-Legal Unit
	1.5 Review and sign the Resolution/Order, then forward to Records Section for releasing of document	None	1 day	Schools Division Superintendent <i>Note: In the absence of the SDS, the Officer-in-Charge or authorized representative may sign on his/her behalf</i>
	1.6 Notify the client that the approved Resolution/Order is available for release	None	10 minutes	Legal Assistant I, OSDS-Legal Unit
2. Receive the signed Resolution	2.1 Release the signed Resolution to the Client	None	10 minutes	Admin Officer IV, Records Section
TOTAL:		None	2 days and 1 hour	