



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Region IV-A (CALABARZON)**  
Gate 2, Karangalan Drive, Cainta, Rizal



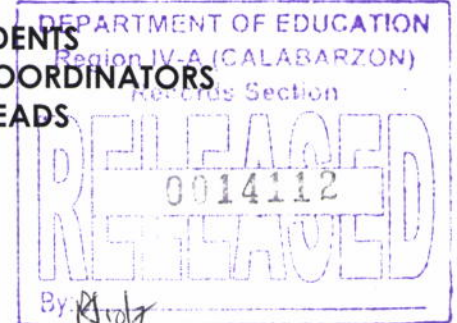
**MEMORANDUM:**

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL DIVISION ATTORNEY III/LEGAL COORDINATORS  
ALL PUBLIC AND PRIVATE SCHOOL HEADS

**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT :** SUBMISSION AND VERIFICATION OF APPLICATIONS FOR  
CORRECTION OF ENTRIES IN THE SCHOLASTIC RECORDS  
IN THE DIVISION OFFICES

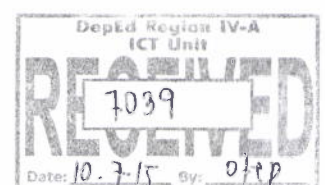
**DATE :** OCT 05 2015



To facilitate the issuance of Orders directing school heads to make the necessary correction in the scholastic records of an applicant and for the enhanced delivery of frontline services, this Office has created the "**Guideline for the Submission of Application for Correction of Entries in the Scholastic Records in the Division Offices**".

The guidelines are hereto set forth for your guidance and information, to wit:

1. The Central and Regional Offices are tasked to evaluate applications for Correction of Entries in the Scholastic Records of applicants whose scholastic records contain discrepancies;
2. Due to distance and time constraints, applicants are constrained to travel and spend much only to process their applications for correction of entries with the Central Office or the Regional Office;
3. With these guidelines, applicants may now file their respective application for correction with the Division Offices of this Region where the school that issued the scholastic records sought to be corrected is located;
4. The following documents/requirements must be submitted with the Legal Section of the Division Office for verification:
  - a) Original Birth Certificate from the National Statistics Office;
    - a. Birth Certificate from the Local Civil Registry shall not be considered.



- c) Original/Certified Copy of Diploma;
    - a) If Diploma is lost, Affidavit of Loss must be presented;
    - b) Diploma shall not be required for students who have not graduated.
  - d) Indorsement from the school for correction of school entries or certification from the school as to the date of graduation;
  - e) Letter request for correction of school entry/ies by the applicant, parent or guardian or Affidavit of Discrepancy addressed to the Regional Director;
  - f) Joint Affidavit of (2) Disinterested Persons; and
  - g) Negative Result from the NSO
    - a.) Negative Result shall only be required should the applied correction pertains to changes in the whole name or family name of the applicant.
    - b) Negative Result may also be required by the Regional Office in special cases.
- Applications with incomplete requirements must be returned to the applicant with an advice as to how to acquire his/her deficiency.

5. The Legal Section/Legal Coordinator of the Division Office, after receipt of the complete requirements, must run the Original NSO Birth Certificate under a UV Blue Lamp to determine the existence of NSO seal/water marks;

- Should it be revealed that the NSO Birth certificate contains no NSO seal/water marks; the Legal Section shall return the application with an advice that the applicant must secure a new Birth Certificate from the National Statistic Office.

6. After verifying the authenticity of all documents required, the Legal Section must fill a verification form.

- Template of the Verification form is hereto attached as **Enclosure 1**.

7. The Legal Sections/Legal Coordinator must submit on-line a copy of the Verification Form, NSO Birth Certificate and Front Page of the Form 137 in PDF format to [legalunit.calabarzon@gmail.com](mailto:legalunit.calabarzon@gmail.com) within the day the complete requirements were verified;

8. The Order directing the school head to make the necessary corrections in the scholastic records of the applicant shall be emailed back after 2 days from submission of the Verification Form and depending on the availability of the signing authority; and

9. The Central Office and the Regional Office shall still entertain walk-in applicants applying for correction of entries in their scholastic records.

**WIDE DISSEMINATION OF THIS MEMORANDUM IS DESIRED**

## VERIFICATION FORM

Name of Applicant: \_\_\_\_\_  
School Issuing Scholastic Records: \_\_\_\_\_

\_\_\_\_\_  
Name of School Principal/ Registrar: \_\_\_\_\_

Applicant filed for correction of the following entries in his/her scholastic records:

Particulars:	From:	To:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remarks, if any:

\_\_\_\_\_  
\_\_\_\_\_

That I attest to the fact that applicant has submitted his/her complete requirements for corrections of entries in his/her scholastic records before this Office. That I have verified all the records presented and certifies that the same are genuine, complete and correct to the best of my knowledge and belief and I understand that any false information given or any true information withheld from said documents may provide grounds for administrative disciplinary action.

It is recommended that the application filed be granted by the Regional Office.

\_\_\_\_\_  
**Attorney III/Legal Coordinator**

Noted by:

-----  
**Schools Division Superintendent/  
Authorized Representative**