

SCHOOLS DIVISION OFFICE – EXTERNAL SERVICES

Office of the Schools Division Superintendent

A. Legal Unit

1. Request for Correction of Entries in School Records

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:	G2G - Government To Government; G2C- Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application indicating the entry/entries to be corrected (1 original copy)			Requesting party	
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)			PSA	
3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 original, 1 photocopy)			School	
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)			Affiants	
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application			Requesting party	
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record)			Requesting party	
7. Data Privacy Consent Form			Legal Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents and fill out the application form for Correction of Entries in the School Records with consideration to Data Privacy Act	1.1 Receives and records to DTS and/or logbook then forward to SDS for appropriate action	None	10 minutes	Admin Officer IV/Admin Staff (Records)
	1.2 Refers the documents to Legal Unit	None	10 minutes	SDS
	1.3 Check the completeness of all the requirements then	None	8 hours	Legal Unit personnel/ Legal Officer

	prepare the Resolution for correction			
	1.4 Forward to SDS for signature	None	5 minutes	Legal Officer
	1.5 A signed Resolution will be issued by the SDS to the public or private school to change the entries in the school records of the applicant. Then forward to Records Section for releasing of document.	None	8 hours	SDS/ SDS Staff
2. Receive a copy of the Order	2.1. Release a copy of the Order to the applicant and to the concerned school	None	10 minutes	Records/ Releasing In-Charge/Admin Staff
Total		None	2 days and 35 minutes	

D. Legal Unit

1. Issuance of Certificate of No Pending Case

Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.

Office or Division	Legal Services Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government issued ID			Requesting Entity	
2. Division Clearance				
3. Authorization letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Review and check requirement/s & verify from the list offormally charged employees	None	5 minutes	Legal Officer / Legal Assistant
2. Log at thelog sheet provided if issued a certification	2.1 If employee does nothave a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee thathe/she will be cleared after case has been resolved orsanction has been completed	None	5 minutes	
3. Receive action document/s.	3.1 Release action document / Sign Division Clearance	None	5 minutes	
Total		None	15 minutes	