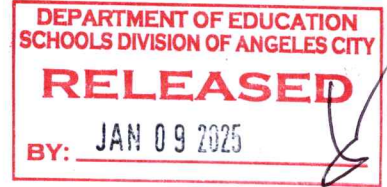




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



8 January 2025

DIVISION MEMORANDUM
No. 010, s. 2025

**REITERATION OF REGIONAL MEMORANDUM NO. 150 S. 2024 ENTITLED
PROCESSING OF REQUEST FOR CORRECTION OF ENTRIES IN SCHOOL
RECORDS PURSUANT TO DEPED CITIZENS' CHARTER 2022 (1ST EDITION)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary School Heads
Legal Officer
All Others Concerned

1 Please be informed of the attached Regional Memorandum No. 023, s. 2025, titled "*Reiteration of Regional Memorandum No. 150, s. 2024 – Processing of Request for Correction of Entries in School Records Pursuant to DepEd Citizens' Charter 2022 (1st Edition)*", which emphasizes that all requests for correction of entries in school records may be processed and acted upon at the Division Office having jurisdiction over the school concerned.

2. Immediate and wide dissemination of this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated

CORRECTION ENTRIES SCHOOL RECORDS

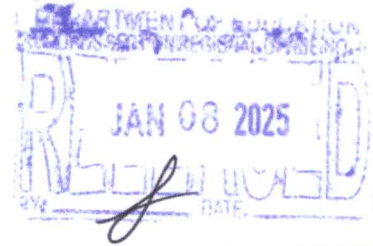
MCS/AOV/January 8, 2025



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON




REGIONAL MEMORANDUM

No. 023, s. 2025

**REITERATION OF REGIONAL MEMORANDUM NO. 150, S. 2024 ENTITLED
PROCESSING OF REQUEST FOR CORRECTION OF ENTRIES IN SCHOOL
RECORDS PURSUANT TO DEPED CITIZENS' CHARTER 2022 (1ST EDITION)**

To : Schools Division Superintendents
Public and Private School Heads
Division Legal Officers/Legal Unit Representatives
All Others Concerned

1. This is to reiterate the pertinent provisions of Regional Memorandum No. 150, s. 2024 entitled Processing of Request for Correction of Entries in School Records Pursuant to DepEd Citizens' Charter 2022 (1st Edition).
2. In the said Memorandum, all requests for correction of entries in school records may be processed and acted upon either in the Regional Office or the Division Office which has jurisdiction over the school concerned.
3. The requirements for the processing of the said request are indicated in the enclosed Memorandum, for perusal of all concerned personnel.
4. For information and dissemination.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated
References: Regional Memorandum No. 150, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

CORRECTION OF ENTRIES IN SCHOOL RECORDS

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph/>



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

RECORDS SECTION
FEB 29 2024
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Records

REGIONAL MEMORANDUM
NO. 150, S. 2024

PROCESSING OF REQUEST FOR CORRECTION OF ENTRIES IN SCHOOL RECORDS PURSUANT TO DEPED CITIZEN'S CHARTER 2022 (1ST EDITION)

TO: Schools Division Superintendents
Public and Private School Heads
Division Legal Officers/Legal Unit Representatives
All others concerned

1. Pursuant to the Department of Education Citizen's Charter 2022 (1st Edition), all requests for correction of entries in school records may now be processed and acted upon either in the Regional Office of the Division Office which has jurisdiction over the school concerned.
2. The requirements for the processing of request for correction of entries in school records in the Regional Office, as stated in page 375 of the Department of Education Citizen's Charter 2022 (1st Edition), are as follows:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2.1. Request Letter (1 Original Copy)	Client
2.2. School records to be corrected - Diploma and Form 137 (1 Original Copy)	School
2.3. Certification or Indorsement from the School Head (1 Photocopy)	School
2.4. Certified true copy of the Certificate of Live Birth (1 Original)	PSA
2.5. Affidavit of Discrepancy (1 Original Copy)	Applicant (If minor, with assistance of parent/guardian)
2.6. Affidavit of Two Disinterested Persons (1 Original Copy)	Affiants
2.7. Special Order of Graduation (only required for graduates of private schools) (1 Original Copy)	School
	Client



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89 Email Address: region3@depd.gov.ph



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

2.8. Proof of identity of requesting party (Valid ID with photo and signature) If representative, proof of identity with authorization letter from requesting party.	
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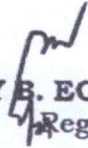
3. On the other hand, the following are the requirements for the processing of request for correction of entries in school records in the Division Office (page 455):

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3.1. Application indicating the entry/entries to be corrected (1 Original Copy)	Requesting party
3.2. Certificate of Live Birth issued by Philippine Statistics Authority (1 Original, 1 Photocopy)	PSA
3.3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 Original, 1 Photocopy)	School
3.4. Affidavit of Two Disinterested Persons applicable (1 Original, 1 Photocopy)	Affiants
3.5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application	Requesting party
3.6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record)	Requesting party
3.7. Data Privacy Consent Form	Legal Unit



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

4. The procedures for the processing the said request may be found in the Department of Education Citizen's Charter 2022 (1st Edition) at page 375 for the Regional Office and pages 455-456 for the Division Office. The Citizen's Charter may be accessed at the Department of Education Website.
5. For immediate dissemination


MAY B. ECLAR, PhD, CESO III
Regional Director