
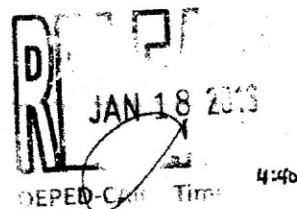


**REGIONAL MEMORANDUM**No. 014-2016

Date : January 18, 2016

To : Schools Division Superintendents  
Public and Private School Heads  
Attorney III  
Division Administrative Officers  
Supervisors In-Charge of Private Schools  
All other concerned

From :   
**ELLEN B. DONATO, Ed.D., CESO III**  
Director IV

Subject : **CORRECTION OF SCHOOL RECORD ENTRIES**

To ensure that no spurious school records will be issued relative to correction of school entries, and to ease the application of those from the different provinces of the region, the following shall be the Guidelines in the Correction of School Record Entries:

1. The applicant shall submit the following documents to the Attorney III or in his/her absence, the Division Administrative Officer or the Supervisor-In-Charge of Private Schools of the Division Office where the school that issued the school record with incorrect entry(ies) is located:
  - a. Original Certificate of Live Birth, with attached official receipt, issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO), within 24 months from application.
    - If there is no Certificate of Live Birth, proof of loss or non-availability thereof, duly attested by the Local Civil Registrar concerned and/or the Civil Registrar General, together with the Baptismal Certificate of the student.
  - b. Joint Affidavit of two (2) disinterested persons attesting to the fact, among others, that the applicant and the student with the incorrect name(s)/entries refer to one and the same person.
  - c. Affidavit of the student if of legal age, or that of the parents or guardian, if still a minor, explaining the circumstances that led to use of the assumed/erroneous name or incorrect entry(ies), and attesting the same fact as called for in letter (b) hereof.



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generation to another.

The profile of a person blowing a "tangguyob" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self-determination.

- d. Letter-request for correction of name or school entry(ies), addressed to the Regional Director, specifying the schools attended/graduated from Elementary to Secondary, as the case may be, and the name(s)/entries used.
  - e. School records bearing the erroneous name:
    - e.g. Diploma, Transcript of Record or Registration Card (any one of these school records will suffice except that when there are several name(s) appearing in the school records, each school record bearing the different names must be submitted for purposes of verification and identification of the student requesting for correction of his/her name/entries).
  - f. Certification from the School Head (Elementary and Secondary) justifying the recording of the incorrect name/entry(ies).
  - g. Processing fee of thirty pesos (P30.00)
2. The Attorney III or Administrative Officer or the Supervisor-In-Charge of Private Schools shall receive and verify the genuineness of all the documents, especially those from the schools.
  3. Upon verification of the documents, the Attorney III or Administrative Officer or the Supervisor-In-Charge of Private Schools shall issue a Certification, noted by the Schools Division Superintendent, attesting to the fact that they have validated all the documents submitted.

The Division Office shall send the above-mentioned documents and the Certification to the Regional Office thru the Legal Unit.

The applicant may however opt to hand-carry the required documents and the Certification from the Division Office to the Regional Office.

4. Once the above documents are received by the Legal Unit of the Regional Office, a review of the submitted documents shall be conducted before a Resolution for the issuance of an amended school records will be issued to correct the erroneous entry(ies).

There shall be at least three (3) copies of the Resolution that will be released and it will be sent to : (a) The Division Office concerned; (b) the School/s; and(c) the Applicant.

5. The Resolution shall be the basis of the School Heads to issue an amended school record bearing the corrected entries.



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Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
Wangal, La Trinidad, Benguet



Office of the Regional Director Tel.No. (074)422-1318; Fax: 422-4074; Office of the ARD Tel. No.: 309-3013;  
Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

- The flowchart of the above process is attached as Enclosure 1.
- 6. The correction of entry(ies) of currently enrolled pupils/students shall be made by the School Head upon submission of an original copy of Certificate of Live Birth issued by the PSA, and Affidavit of the parents/guardian of the pupil/student explaining the circumstances that led to the recording of the incorrect entry(ies).
- 7. All Division Offices shall disseminate the foregoing Regional Memorandum to all schools in their area. A report on which schools were given a copy of this memorandum shall be submitted to this Office on or before February 12, 2016.

**FOR STRICT COMPLIANCE AND WIDE DISSEMINATION.**

*ORD/LU/VBF/jsd*

# Correction of School Entries Flow Chart

**APPLICANT**

**SCHOOL**

- To secure a Certification from School Head justifying the incorrect entry(ies) in the school records

**DIVISION OFFICE**

- To submit all the required documents to the Attorney III or in his absence, the Division Administrative Officer or the Supervisor In-Charge of Private Schools.
- A Certification, noted by the Schools Division Superintendent, shall be issued to the applicant, upon verification of documents submitted.
  - *The Division Office shall send the above-mentioned documents, and the Certification to the Regional Office thru the Legal Unit*
  - *Applicant may opt to hand carry all the documents required/needed including the Certification from the Division Office to the Regional Office.*

**REGIONAL OFFICE**

- Legal Unit receives the documents, evaluates the same, and prepares a Resolution.
- Issues Resolution for the issuance of amended school records. There shall be at least three (3) copies of the Resolution that will be released and will be sent to: (a) Division Office; (b) School/s; and (c) Applicant.
  - *The Resolution will be given directly to the applicant if he/she hand-carried his/her documents to the Regional Office.*
  - *Applicant is advised to secure corrected document record from the school*

**SCHOOL**

- The School Head shall issue the amended school records, pursuant to the Resolution issued by the Regional Office.