

Polytechnic University of the Philippines
Office of the University Registrar
Sta. Mesa, Manila

REQUEST FOR CORRECTION OF NAME AND/OR DATE OF BIRTH

JAIME Y. GONZALES
Assistant University Registrar, This University

Dear Sir:

I, _____, a _____ student officially admitted _____ Semester, SY _____, would like to request for correction of my _____ from _____ to _____ due to _____.

- I have attached the following supporting documents relative to my request. (3 copies)
- 1. Letter addressed to the University Registrar thru Student Records Services explaining the circumstances that led to the erroneous entry of data in the school record;
 - 2. Original copy of PSA Birth Certificate
 - 3. Parent’s Affidavit / Affidavit of Discrepancy
 - 4. Joint Affidavit of two (2) Disinterested Persons
 - 5. Corrected copy of F137-A (High School Permanent Record)
 - 6. Proof of Payment - P150.

I hope for your kind consideration and approval.

Very truly yours,

(Printed Name and Signature of the student)
Student Number: _____

Certified based on records filed:

(Printed Name and Signature of Records Analyst)

DR. LUTZER U. REYES
Director, Information and Communications Technology Office (ICTO)

Dear Sir:

I am respectfully endorsing the approved request and certification of the above-named student for correction of name / other data information for your appropriate action. Thank you.

Very truly yours,

Jaime Y. Gonzales
Assistant University Registrar

(TO BE FILLED OUT BY PUP ICTO)

Acknowledged by/date: _____
Action Taken: _____
By/date: _____

(Note: This form, once acknowledged and processed by the PUP ICTO, should be returned to SRS for records purposes.)