

16. Processing of Updating of Records of Employees

This service is applicable to all DepEd employees' request to update their records such as, change of name due to marital status, correction of name, address, contact number, email address and other personal information.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original copy)		Records Section		
2. PSA Marriage Certificate - for Change of Status (1 photocopy)		Client		
3. BIR Form 2305 - for Change of Status (1 photocopy)		Client		
<i>Additional requirements:</i> <ul style="list-style-type: none">• Government-issued ID with correct entries of the data to be updated		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the documents	Receive and forward submitted complete documents	None	30 minutes	Records Section
	Evaluate and sign the BIR Form	None	1 day	Personnel Section
	Updating of data in the PSIPOP	None	30 minutes	
	Prepare ARA	None	1 hour	
	Upload ARA in the GSIS portal	None	6 hours	
	Update the records in the Personnel database	None	1 day	
TOTAL:		None	3 days	