

Request For Correction of Entries In The 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:	OSDS-Legal Services	
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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents at the Records Section or thru e-mail	1.1 Review and check all the requirements submitted as to completeness. a. If complete, proceed to verification and evaluation of documents. b. If incomplete, return the documents to the applicant with an advice as to how to acquire his/her deficiency	None	10 minutes	Records Staff, Legal Aid / Legal Officer
	1.2 Endorse / Recommend to the SDS or in her absence, the ASDS, the granting of the application.	None	5 minutes	Legal Officer
	1.3 A signed Order will be issued by the SDS or, in his absence, the ASDS, to the public or private school to change the entries in the school records of the applicant	None	1 day	SDS
2. Receive a copy of the Order	2.1 Release a copy of the Order thru the Records Section or thru email.	None	3 minutes	Legal Aid, Records Staff
TOTAL		None	1 day and 18 minutes	

FACTOR	OLD PROCESS	NEW (STREAMLINED PROCESS)	IMPROVEMENT
Number of steps	2	2	May be done electronically
Processing time	5 days and 30 minutes	1 day and 18 minutes	Minimized
Number of Signatures	One (1) signatory	One (1) signatory	Retained
Number of required documents	6	6	same
Transaction Cost	None	None	None