



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

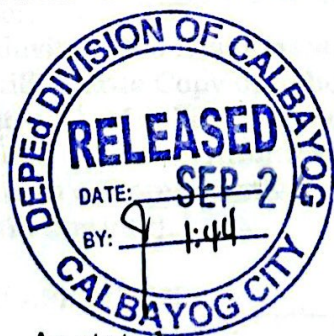
September 24, 2025

DIVISION MEMORANDUM
PRS-2025- 468

**DISSEMINATION OF THE GUIDELINES ON THE CORRECTION OF PERSONAL
INFORMATION IN SCHOOL RECORDS**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. In line with Regional Memorandum No. 1139, s. 2025 entitled "Reiteration: Guidelines on the Correction of Personal Information in School Records," this Office, through the Planning and Research Section (PRS), hereby disseminates the said guidelines for the information and guidance of all concerned.
2. Accordingly, all requests for correction of entries in school records shall accomplish the prescribed application form and submit it together with the required supporting documents listed therein to the PRS Office for appropriate action.
3. The application form is attached to this Memorandum and may also be accessed and downloaded through the link **bit.ly/ReqCorrection**.
4. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

SCHOOL RECORD

CORRECTION

SGOD-PRS-GVP



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

APPLICATION FORM

(Request for Correction of Entries of Personal Information in the School Records)

Date

RONILO AL K. FIRMO CESO IV

Assistant Regional Director
Officer-In-Charge
Office of the Regional Director
DepEd Region VIII
Government Center, Candahug, Palo, Leyte

Sir:

May I respectfully request for the correction of entries of personal information in my school records particularly:(Please check)

- () First Name
() Family Name
() Middle Name/Initial
() Date/Place of Birth
() Others: _____

from _____ to _____ in
order to conform with the entries in the Birth Certificate issued by the Philippine
Statistics Authority (PSA).

Enclosed are the following documents in support of my request:

1. Indorsement Letter from the concerned School Head/Principal
2. **ORIGINAL COPY** of Certificate of Live Birth issued by the PSA in a security paper.
3. Affidavit of Two Disinterested Persons
4. Certified True Copy of School Record/s with **INCORRECT INFORMATION**.
5. Photocopy of valid ID of the applicant/representative.
6. Special Power of Attorney/Proof of Guardianship (if request is being made through a representative/guardian, except to father or mother if the applicant is still a minor).

NAME OF APPLICANT : _____
Address : _____
Cellphone No. : _____
Purpose : _____

Very truly yours,

Signature over printed name

1139

10528



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 9, 2025

REGIONAL MEMORANDUM

No. **1139** s. 2025

**REITERATION: GUIDELINES ON THE CORRECTION OF PERSONAL
INFORMATION IN SCHOOL RECORDS**

To: Schools Division Superintendents
All Others Concerned

1. This Office reiterates the dissemination of the attached Guidelines on the Application for Correction of Personal Information in School Records under **RM No. 242, s. 2019**. Attached herewith is the revised Application Form which sets out the documentary requirements.
2. Immediate dissemination of this Memorandum is desired.



RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

CORRECTION

SCHOOL RECORDS

ORD-ECC



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

APPLICATION FORM

(Request for Correction of Entries of Personal Information in the School Records)

Date

The Regional Director
DepEd Region VIII
Government Center, Candahug, Palo, Leyte

Madam:

May I respectfully request for the correction of entries of personal information in my school records particularly: (Please check)

- ☐ First Name
☐ Family Name
☐ Middle Name/Initial
☐ Date/Place of Birth
☐ Others: _____

from _____ to _____ in
order to conform with the entries in the Birth Certificate issued by the Philippine
Statistics Authority (PSA).

Enclosed are the following documents in support of my request:

1. Indorsement Letter from the concerned School Head/Principal
2. **ORIGINAL COPY** of Certificate of Live Birth issued by the PSA in a security paper.
3. Affidavit of Two Disinterested Persons
4. Certified True Copy of School Record/s with **INCORRECT INFORMATION**.
5. Photocopy of valid ID of the applicant/representative.
6. Special Power of Attorney/Proof of Guardianship (if request is being made through a representative/guardian, except to father or mother if the applicant is still a minor).

NAME OF APPLICANT : _____
Address : _____
Cellphone No. : _____
Purpose : _____

Very truly yours,

Signature over printed name



Address: Government Center, Candahug, Palo, Leyte
Telephone Nos.: (053) 832-5738
Email Address: region8@depd.gov.ph
Website: <https://region8.depd.gov.ph>

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Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



March 21, 2019

REGIONAL MEMORANDUM

No. **242**, s. 2019

GUIDELINES ON THE CORRECTION OF PERSONAL INFORMATION IN THE SCHOOL RECORDS

To: Schools Division Superintendents
 All Others Concerned

1. In order to ensure bona fide requests for correction of personal information of students/pupils in the records of public and private elementary or secondary schools, this Office hereby issues the attached Guidelines on the matter. This issuance shall supersede the previous requirements set forth under Regional Memorandum No. 209, S. 2018 dated May 8, 2018.
2. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
 OIC-Regional Director

Enclosure: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools

GUIDELINES ON THE CORRECTION OF PERSONAL INFORMATION IN THE SCHOOL RECORDS

A. WHO CAN APPLY?

- A former pupil/student of a public/private elementary or secondary school in Region VIII, if already of legal age
- A currently enrolled pupil/student in any public/private elementary or secondary school in Region VIII, through the legitimate parent/s or duly appointed guardian/representative, if still a minor

B. DOCUMENTARY REQUIREMENTS

1. Indorsement Letter from the Schools Division Superintendent or School Head/Principal of the school where the applicant previously attended
2. Duly signed Application Form (see attached template)
3. Original Certificate of Live Birth issued by the Philippine Statistics Authority (PSA)
4. Certified True Copy of the School Record/s with Incorrect Information
5. Joint Affidavit of two (2) Disinterested Persons attesting that the applicant and the student/pupil with the incorrect entry/ies in a particular school record refer to one and the same person
- X 6. Affidavit of the applicant, if already of legal age, or that of the parents/guardian, if still a minor, stating the reason/s of the discrepancy of the information as reflected in the school record/s
7. Valid Identification Card of the applicant/authorized representative
8. Proof of Guardianship/Special Power of Attorney (SPA), in case the application is made by a Guardian or if the request is being made by a representative; except to the parents, if the applicant is still a minor

C. WHERE TO FILE

The applicant may submit the application documents through mail or personally hand-carry the same to the Schools Division Office where the school belongs or to the DepEd Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.

D. PROCESSING AND ISSUANCE OF THE RESOLUTION

- *Application documents are initially submitted to the Schools Division Office*

Upon receipt, the Legal Section of that Division Office shall check and verify the completeness and authenticity of the documents. It shall then indorse the documents to the DepEd Regional Office for the processing of the Resolution.

- *Application documents are filed directly at the DepEd Regional Office VIII*

The Legal Unit shall evaluate the completeness and authenticity of the submitted documents. If found in order, a Resolution shall be prepared and signed by the Regional Director or his/her authorized representative. The Resolution shall be stamped released and issued personally to the applicant/authorized representative. A Special Power of Attorney shall be presented to the issuing personnel if the one who will receive the Resolution is a person other than the applicant himself/herself. If the applicant cannot personally receive the approved Resolution, it shall be sent through registered mail at the address indicated in the Application Form, copy furnished the Schools Division Office and the School concerned.

- The Resolution, which contains an approval of the request for correction shall serve as the basis of the School Head/Principal concerned for the issuance of an amended school record of the applicant.
- If the applicant is currently enrolled in a public/private elementary or secondary school, he/she shall only submit the applicable documents as mentioned above directly to the School Head/Principal. After careful evaluation of the submitted requirements, the School Head/Principal shall cause the necessary correction and finally issue to the applicant an amended document bearing the correct information.