

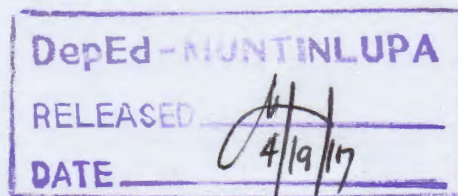


Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

April 18, 2017

DIVISION MEMORANDUM




To : OIC, Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Public Elementary / Secondary School Principals
Officers-in- Charge
All Others Concerned

REITERATION ON THE POLICIES ON CORRECTION OF SCHOOL RECORDS

Attached is Division Unnumbered Memorandum dated March 14, 2016 and Regional Memorandum No. 023, S. 2016 re: Policies on Correction of School Records, contents of which are self-explanatory for the information of all concerned.

Immediate dissemination and compliance of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent



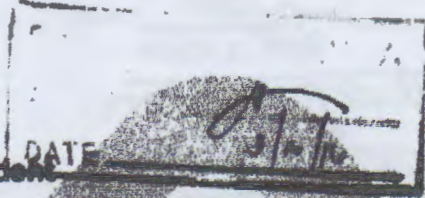


Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa

March 14, 2016

MEMORANDUM

To: OIC- Asst. Schools Division Superintendent
Division and District Supervisors
Public Elementary and Secondary School Principals/Officers-in-Charge
All concerned



POLICIES ON CORRECTION OF SCHOOL RECORDS

Attached is the DepEd Regional Memorandum No. 23, s. 2016 dated March 2, 2016 regarding the Policies on Correction of School Records.

Immediate dissemination and compliance of this Memorandum is desired.

MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent

DEPARTMENT OF EDUCATION



Republika ng Pilipinas
 (Republic of the Philippines)
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

Muntinlupa
 Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT

RELEASED

By: *[Signature]*
 Date: MAR 2 2016
 Time: _____

Regional Memorandum
 No. 023, s. 2016

To : Schools Division Superintendents
 Heads, Public and Private Basic Schools

DIVISION OF CITY SCHOOLS
 RECEIVED _____
 DATE 3/9/16
 TIME _____
 CITY OF MUNTINLUPA

POLICIES ON CORRECTION OF SCHOOL RECORDS

1. It is observed that most of the subject for correction on students' school records are innocuous, typographical or simple which can be done by schools to lessen the burden of parents and students coming to this Office.
2. Accordingly and pursuant to the approval of the Undersecretary for Legal and Legislative Affairs of the Department of Education, the following policies are adopted effective April 1, 2016, to wit:
 - 2.1. The schools are hereby authorized to effect correction on school records of enrolled or current students/pupils under the following circumstances:
 - a. Typographical error in the Form 137, card, diploma or other student record which was committed by any school personnel.
 - b. Changes or spell out abbreviation on the first name or surname such as "Ma." to "Maria"; "D.S." to "Delos Santos"; dash or mere spacing (like *De Los Santos* to *Delos Santos*); change from small letter to capital letter or vice versa or two words to one word only (like *Devilla* to *De Villa*; *Delos Angeles* to *De Los Angeles*); inclusion of "Jr." or "II," "III," etc., after the surname.

Provided that, it is reflected in the in the Certificate of Live Birth of the student/pupil issued by the National Statistics Office.
 - c. Change of name based on court decisions or Civil Registrar General's action on petitions, provided that the change is already annotated in the Certificate of Live Birth (Birth Certificate) of the student/pupil issued by the National Statistics Office.

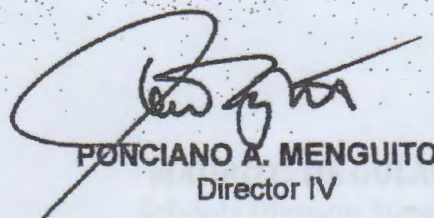
- d. Joint Affidavit of two disinterested persons (not related to the petitioners) attesting to the fact, among others, that the assumed name or the person with such facts of entry in the school record and the name appearing in the birth certificate refer to one and the same person.
- e. Photocopy of the school form sought to be corrected.

Additional Requirements if Birth is "Late/Delayed Registration" or when the name is entirely different from the school record

- a. Baptismal Certificate
- b. Certification from the N.S.O. that no record of such name exist or registered.

Additional Requirements for Foreign Students

- a. Certification from the Bureau of Immigration & Deportation of the correct name
 - b. Photocopy of Passport and Alien Certificate of Registration (ACR)
4. To immediately address erroneous entries and typographical errors in the students' records, the School Heads should designate personnel to review the school records prepared by the Advisers in the entry grade/year level vis-à-vis the Birth Certificate of students/pupils, before the end of the first semester. Noted discrepancy between the Birth Certificate and the School Record should be immediately corrected by the Adviser concerned. The entries in the Birth Certificate shall prevail.
5. In all cases, the accuracy and integrity of the students' school records should be ensured and maintained.
6. Division Offices are advised to immediately caused the wide dissemination of this Regional Memorandum for guidance of all basic schools in the Region.


PONCIANO A. MENGUITO
Director IV