



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

AUG 12 2025

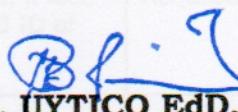
**REGIONAL MEMORANDUM**

No. 245, s. 2025

**GUIDELINES ON THE REQUEST FOR CORRECTION OF ENTRIES  
IN SCHOOL RECORDS**

TO: OIC- Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to the DepEd Citizen's Charter 2025 (Version 1) and in compliance with Republic Act No. 9485, also known as the Anti-Red Tape Act of 2007, as amended by Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the procedures and requirements for requesting corrections in school records are hereby updated.
2. The requests for correction of entries in school records may be processed either with the concerned Schools Division Offices or with the Regional Office, depending on the nature of the correction.
3. The requests **involving purely typographical or clerical errors shall be processed, evaluated, and approved at the Schools Division Office**. All other types of corrections shall be forwarded to the Regional Office together with supporting documents duly evaluated and endorsed by the concerned SDO.
4. Attached is the checklist of documentary requirements with the data privacy consent form.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated



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**For Requests Filed at the Schools Division Office:**

Where to Secure	
Accomplished application form indicating the entry/entries to be corrected (1 original)	Requesting Party
Certificate of Live Birth issued by the Philippine Statistics Authority (1 original, 1 photocopy)	Philippine Statistic Authority (PSA)
Certified True Copy of Form 137, Form 9 (FS 9), or Diploma, whichever is applicable (1 original, 1 photocopy)	School
Affidavit of Two Disinterested Persons, if applicable (1 original, 1 photocopy)	Affiants
Other supporting documents as may be required by the Officer-In-Charge of the Division Office to support the request	Requesting Party
Authorization Letter or Special Power of Attorney, if filed by a representative	Requesting Party
Duly accomplished Data Privacy Consent Form	SDO-Legal Section

**For Requests Filed at the Regional Office:**

Where to Secure	
Request Letter (1 original)	Requesting Party
School records to be corrected: Diploma and Form 137 (1 original)	School
Certification or Endorsement from the School Head (1 photocopy)	School
Certified True Copy of Certificate of Live Birth (1 original)	Philippine Statistic Authority (PSA)
Affidavit of Discrepancy (1 original)	Requesting Party
Affidavit of Two Disinterested Persons (1 original)	Affiants
Special Order of Graduation (required only for graduates of private schools) (1 original)	School
Valid ID of the requesting party showing photo and signature; if filed by a representative, include an Authorization Letter and valid ID of both parties	Requesting Party



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**DATA PRIVACY CONSENT FORM**

Pursuant to Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and in accordance with the Department of Education's data protection policies, I hereby voluntarily give my informed consent for the collection, use, and processing of my personal information and supporting documents in relation to my request for correction of entries in school records.

I have read and fully understood the Data Privacy Notice of the Legal Unit, and I affirm that the data and documents I am submitting, including but not limited to my Certificate of Live Birth and other relevant records, are provided knowingly and freely.

I understand that said information may be accessed, shared with, and utilized by the concerned school, the Schools Division Office, and other relevant offices or government agencies solely for legitimate, lawful, and necessary purposes related to the evaluation and resolution of my request. I likewise authorize the Legal Unit, the Records Section, and the concerned school and Division Office to retain copies of the submitted documents as part of their official records and for future reference, in accordance with applicable data retention and archival policies.

I acknowledge that this consent is necessary for the appropriate and timely processing of my request, and I understand my rights as a data subject under existing laws and regulations.

Name of Informant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_