



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

CORRECTION OF ENTRIES IN SCHOOL RECORDS PROCESSING FORM

INSTRUCTIONS:

1. Please fill up and make sure all requirements are complete. We only process application with complete ORIGINAL or CERTIFIED COPIES requirements.
2. Only the parent/s, authorized representative, or owner of records may transact.
3. By accomplishing this form, you attest that you have read and agree with the privacy notice of this Office.

Processor's Name: _____ Tel./Mobile No. _____

Name of School: _____ Email Address: _____

Details in the Form 137/Diploma that needed to be corrected:

Entry/ies (i.e. First name, birthday, etc.)	Details Appearing in the F-137/Diploma	Details appearing in the Birth Certificate
1.		
2.		
3.		

I attest all the truthfulness of the above information and gives my consent for this process.

Name and Signature of Processor

TO BE FILLED BY LEGAL STAFF:

Requirements and Evaluation to be checked and filled by Legal Unit Staff:

1. Application indicating the entry/entries to be corrected (1 original, 1 photocopy).
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy).
3. Certified true copy of Form 137 or SF 9 or Diploma whichever is applicable (1 original, 1 photocopy).
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy).
5. Other documents that may be required by the Attorney of the Division Office in order to prove the application. (Affidavit of Discrepancy, 1 original, 1 photocopy).
6. Authorization letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record).
7. Data privacy consent form.

All requirements are in order:

Approved for processing:

Administrative Assistant

Attorney III



Kabukiran, Calaylayan, Abucay 2114 Bataan
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www.facebook.com/DepedBataan

"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



PHILIPPINE QUALITY AWARD
COMMITMENT TO QUALITY MANAGEMENT (LEVEL 1)
2022



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Data Privacy Consent / Agreement

The Department of Education of Bataan recognize its responsibilities under the Republic Act No. 10173 also known as the Data Privacy Act of 2012, with respect to the data it collects, records, organizes, updates, uses, consolidates or destructs from the applicants. The personal data obtained from the applicants is entered and stored within the Office's authorized information and records system and will only be accessed by DepEd Bataan authorized personnel. DepEd Bataan instituted appropriate organizational, technical and physical security measures to ensure the protection of the applicants' personal data.

Furthermore, the information collected shall only be used for the following purposes:

- a. Evaluation of applicant's documents and/ or requirements
- b. Processing of applicant's correction of entries in his / her school documents.

DepEd Bataan shall not disclose the applicant's personal information without their consent and shall retain their information over a period of one (1) year from receipt of the documents submitted by the applicants.

Applicant's Consent

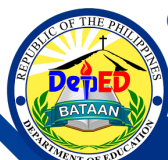
I have read the Department of Education Division Office of Bataan Data Privacy Statement to collect, record, organize update or modify, retrieve, consult, use consolidate, block, erase or destruct my personal data as part of my information.

I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

Complete Name of Applicant: _____

Signature of Applicant: _____

Date: _____



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200/110



PHILIPPINE QUALITY AWARD
COMMITMENT TO
QUALITY MANAGEMENT (LEVEL I)
2022