



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

MAY 07 2026

DIVISION MEMORANDUM
No. 204, s. 2026

UPDATED PROCESS ON THE CORRECTION OF ENTRIES IN SCHOOL RECORDS IN THE SCHOOLS DIVISION OFFICES PURSUANT TO REGIONAL MEMORANDUM NO. 128, SERIES 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education Citizen's Charter 2026 (1st Edition) provides that all request for correction of entries in school records may be processed and acted upon in the Regional Office and Schools Division Offices which have jurisdiction over the school concerned.
2. The correction of entries in the school records of a learner/student in the public and private schools is a process lodged with the Legal Unit of the Division Office. This includes rectification of personal information in scholastic records. **It is a remedy for any graduate of public and private schools, including Alternative Learning System, 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.
3. The Regional Memorandum No. 128 series 2026, provides an update in the processing of correction of entries in school records both in public and private school within the jurisdiction of this Division.
4. Attached to this Memorandum is a copy of Regional Memorandum No. 128, series 2026, together with the checklist of requirements and guidelines on the aforementioned procedure for perusal of all concerned.
5. For immediate dissemination.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

S3/LU
May 5, 2026



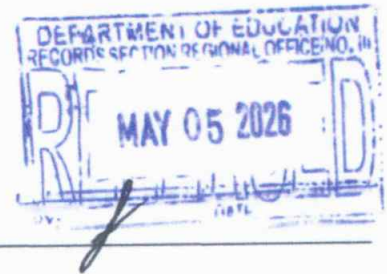
Republic of the Philippines
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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

CORRECTION OF ENTRIES IN SCHOOL RECORDS
SDO-Level Processing

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Request Letter indicating the entry/ entries to be corrected- One (1) original copy	Client
School records to be corrected: Diploma or Form 137 or SF 10, whichever is applicable- One (1) original, one (1) photocopy	School
Certification or Endorsement from the School Head - One (1) photocopy	School
Certificate of Live Birth issued by Philippine Statistics Authority - One (1) original, one (1) photocopy	Philippine Statistics Authority
Affidavit of Discrepancy - One (1) original copy	Client
Affidavit of Two Disinterested Persons - One (1) original, one (1) photocopy	Affiants
Valid ID of the requesting party showing photo and signature, if filed by a representative, include an Authorization Letter of Special Power of Attorney and valid ID of both parties	Client / Representative
Data Privacy Consent Form - One (1) original copy	Legal Unit
If the Client is a graduate of a private school	
Special Order of Graduation (required only for graduates of private schools) - One (1) original copy	School



Republic of the Philippines
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REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 128, s. 2026

UPDATED PROCESS ON THE CORRECTION OF ENTRIES IN SCHOOL RECORDS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES

To : Assistant Regional Director
Schools Division Superintendents
Regional Chief Administrative Officer
Regional and Division Legal Officers
Public and Private School Heads
All Others Concerned

1. Pursuant to the Department of Education Citizen's Charter 2026 (1st Edition), all requests for correction of entries in school records may be processed and acted upon in the Regional Office and Schools Division Offices which have jurisdiction over the school concerned.
2. The processing of correction of entries in school records in the Regional Office applies to graduates requesting major corrections in their school records. These are changes that are not simple spelling errors, require legal review, or do not match official birth records, such as the Certificate of Live Birth. Requests involving a complete change of identity may no longer be processed administratively and may require a court order.
3. On the other hand, the processing of correction of entries in school records in the Schools Division Office covers the rectification of personal information in scholastic records. It is a remedy for any graduate of public and private schools, including the Alternative Learning System, 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.
4. Please note that corrections of learner information for currently enrolled learners may be processed through the school using the Learner Reference Number (LRN). The school shall validate the request and initiate the necessary correction following prescribed DepEd procedures.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>





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5. The checklist of requirements for Regional and Schools Division Office-level processing is attached with this memorandum for perusal of all concerned.
6. For immediate dissemination.

TOLENTINO G. AQUINO
Regional Director

Encl.: As stated
Reference: Department of Education Citizen's Charter 2026 (1st Edition)
To be indicated in the Perpetual Index
Under the following subjects:

CORRECTION OF ENTRIES IN SCHOOL RECORDS
PROCESS
MEMORANDUM

LO1/
April 30, 2026



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ANNEX "A"

CORRECTION OF ENTRIES IN SCHOOL RECORDS
 RO-Level Processing

Office or Division:	Office of the Regional Director-Legal Unit
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)
Who may avail:	Graduates of Public or Private School, including ALS graduates
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Request Letter – One (1) original copy	Client
School records to be corrected: Diploma and Form 137/SF 10, whichever is applicable – One (1) original copy	Client
Certification or Endorsement from the School Head – One (1) photocopy	School
PSA Birth Certificate – One (1) original copy	Philippine Statistics Authority (PSA)
Affidavit of Discrepancy – One (1) original copy	Client
Affidavit of Two Disinterested Persons – One (1) original copy	Affiants
For graduate/s of private school	
Special Order of Graduation – One (1) original copy	Applicant/Client
For an authorized representative	
Authorization Letter – One (1) original copy	Client
Identification Card – One (1) photocopy of any government-issued valid ID of the requesting person, showing photo and signature	Client
Identification Card – One (1) photocopy of any government-issued valid ID of the requesting person, showing photo and signature	Authorized Representative of the Client
Authorized Data Privacy Consent Form	Client



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ANNEX "B"

CORRECTION OF ENTRIES IN SCHOOL RECORDS
 SDO-Level Processing

Office or Division:	Office of the Schools Division Superintendent-Legal Unit
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduates of Public or Private School, including ALS graduates
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
Request Letter indicating the entry/entries to be corrected – One (1) original copy	Client
School records to be corrected: Diploma or Form 137 or SF 10, whichever is applicable – One (1) original, one (1) photocopy	School
Certification or Endorsement from the School Head – One (1) photocopy	School
Certificate of Live Birth issued by the Philippine Statistics Authority – One (1) original, one (1) photocopy	Philippine Statistics Authority
Affidavit of Discrepancy – One (1) original copy	Client
Affidavit of Two Disinterested Persons – One (1) original, one (1) photocopy	Affiants
Valid ID of the requesting party showing photo and signature, if filed by a representative, include an Authorization Letter or Special Power of Attorney and valid ID of both parties	Client
Data Privacy Consent Form – One (1) original copy	Legal Unit
If the Client is a graduate of a private school	
Special Order of Graduation (required only for graduates of private schools) – One (1) original copy	School



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