

SCHOOLS DIVISION OFFICE - EXTERNAL SERVICES

Office of the Schools Division Superintendent

A. Legal Unit

1. Request for Correction of Entries in School Records

This process covers the rectification of personal information in scholastic records. It is a remedy for any student 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.

Office or Division:			Legal Unit				
Classification:			Simple				
Type of Transaction:			G2G - Government To Government; G2C- Government to Citizen				
Who may avail: AL			ALL	ALL			
CHECK	LIST OF R	EQUIREN	WHERE TO SECURE				
	ition indicatorication	_	Requesting party				
Philipp	ate of Live sine Statistio ocopy)		PSA				
or Dipl	d true copy oma which II, 1 photoc	ever is ap _l	School				
Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)				Affiants			
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application				Requesting party			
Attorne	zation Letto ey (if the ap n other than	plication is	Requesting party				
7. Data Privacy Consent Form			Legal Unit				
CLIENT S	TEPS	AGENO	CY ACTION	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSI BLE	
1 Submit al required document out the appropriate form for Conference of Entries	ts and fill oplication Correction	and/d	ds to DTS or logbook forward to	None	10 minutes	Admin Officer IV/ Admin Staff (Records)	



School Records with consideration to Data Privacy Act	appropriate action.			
	1.2 Refers the documents to Legal Unit	None	10minute s	SDS
	1.3 Check the completeness of all the requirements then prepare the Resolution for correction	None	1 day	Legal Unit personnel/ Legal Officer
	1.4 Forward to SDS for signature	None	5 minutes	Legal Officer
	1.5 A signed Resolution will be issued by the SDS to the public or private school to change the entries in the school records of the applicant. Then forward to Records Section for releasing of document.,	None	1 day	SDS/ SDS Staff
Receive a copy of the Order	1.1. Release a copy of the Order to the applicant and to the concerned school	None	10 minutes	Records/ Releasing In- Charge/Ad min Staff
	None	2 days and 35 minutes		