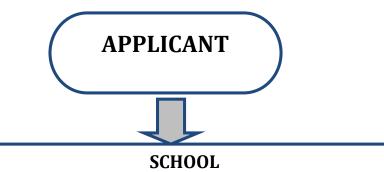
Correction of School Entries Flow Chart



• To secure a Certification from School Head justifying the incorrect entry(ies) in the school records

DIVISION OFFICE

- To submit all the required documents to the Attorney III or in his absence, the Division Administrative Officer or the Supervisor In-Charge of Private Schools.
- A Certification, noted by the Schools Division Superintendent, shall be issued to the applicant, upon verification of documents submitted.
 - The Division Office shall send the above-mentioned documents, and the Certification to the Regional Office thru the Legal Unit
 - Applicant may opt to hand carry all the documents required/needed including the Certification from the Division Office to the Regional Office.



- Legal Unit receives the documents, evaluates the same, and prepares a Resolution.
- Issues Resolution for the issuance of amended school records. There shall be at least three (3) copies of the Resolution that will be released and will be sent to: (a) Division Office; (b) School/s; and (c) Applicant.
 - The Resolution will be given directly to the applicant if he/she handcarried his/her documents to the Regional Office.
 - Applicant is advised to secure corrected document record from the school



• The School Head shall issue the amended school records, pursuant to the Resolution issued by the Regional Office.