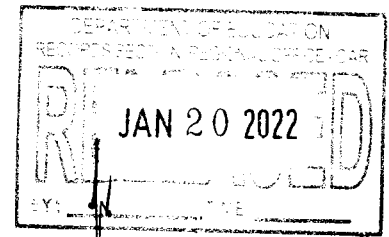




Republic of the Philippines
Department of Education
Cordillera Administrative Region



REGIONAL MEMORANDUM

January 19, 2022

024.2022

**PROCESS ON THE REQUEST FOR CORRECTION OF ENTRIES IN
SCHOOL RECORDS AMENDING REGIONAL MEMORANDUM
NO. 014, S. 2016 ENTITLED "CORRECTION OF
SCHOOL RECORD ENTRIES"**

To: Schools Division Superintendent
Division Legal Officers
Division Administrative Officers
Public and Private School Heads
Supervisors-In-Charge of Private School
All concerned

1. Pursuant to the 2021 DepEd Citizen's Charter and in compliance with the Republic Act No. 9485, AN ACT TO IMPROVE EFFICIENCY IN THE DELIVERY OF GOVERNMENT SERVICE TO THE PUBLIC BY REDUCING BUREAUCRATIC RED TAPE, PREVENTING GRAFT AND CORRUPTION, AND PROVIDING PENALTIES THEREFOR, otherwise known as the Anti-Red Tape Act (ARTA) of 2007 as amended by Republic Act No. 11032, AN ACT PROMOTING EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 9485, OTHERWISE KNOWN AS THE ANTI-RED TAPE ACT OF 2007, AND FOR OTHER PURPOSES, otherwise known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the process and requirement on the request for correction of entries in school record is hereby modified.

2. The request for correction of entries in school record can be filed either at the Regional Office or at the Schools Division Office concerned.

3. Accordingly, to implement this update in the process and requirements, the Regional Memorandum No. 014, s. 2016 is hereby amended to read as follows:

The application shall be submitted to the Records Section-DepEd-CAR Regional Office or to the Records Section of the Schools Division Office concern with the **following requirements**:





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A. At the Regional Office

- Request Letter of the applicant (1 Original Copy)
- School Records to be corrected, Diploma and Form 137 (Original Copy)
- Certification or Endorsement from the School Head (1 Photocopy)
- Certified true copy of the Certificate of Live Birth (1 Original)
- Affidavit of Discrepancy (1 Original Copy), if applicant is minor with assistance of parent/guardian
- Affidavit of two disinterested persons (1 Original Copy)
- Special Order of Graduation (only required for clients who graduated in a private school) (1 Original), to be secured in the school
- Proof of identity of requesting party (Valid ID: with photo and signature). If representative, proof of identity with authorization letter from the requesting party.

The RO Legal Unit personnel, upon receipt of the documents shall evaluate its completeness and prepare the Resolution to be forwarded to the Regional Director for signature and approval.

B. For the Schools Division Office

- Application indicating the entry/entries to be corrected (1 original copy)
- Certificate of Live Birth issued by the Philippine Statistics Authority (1 original, 1 photocopy)
- Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 original, 1 photocopy)
- Affidavit of Two Disinterested Persons (1 original, 1 photocopy)
- Other documents that may be required by the Attorney III of the Division Office to prove the application
- Authorization Letter or Special Power of Attorney (SPA), if the application is filed by the person other than the owner of the record
- Data Privacy Consent Form

The Division Office Legal Unit personnel, upon receipt of the documents shall check the completeness of the requirements then prepare the Resolution to be forwarded to the Schools Division Superintendent for signature.



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4. All other provisions of RM No. 014, s. 2016 consistent with this issuance shall remain in place unless repealed, amended, or modified accordingly.
5. Widest and immediate dissemination of this Memorandum is directed.


ESTELA LEON-CARIÑO EdD, CESO III
Director IV/Regional Director 