



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 9, 2026

DIVISION MEMORANDUM

No. 152, s. 2026

**GUIDELINES ON THE REQUEST FOR CORRECTION OF ENTRY IN THE
PERMANENT RECORDS OF PUPILS/STUDENTS IN PUBLIC AND PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS IN REGION VI**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public and Private Elementary, Secondary,
and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 494, s. 2025** titled "*Guidelines on the Request for Correction of Entry in the Permanent Records of Pupils/Students in Public and Private Elementary and Secondary Schools in Region VI*".
2. Anent to this, you may find the revised checklist of the documentary requirements and the new data sharing consent form, for information and guidance.
3. The immediate and widest dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS, JR., EdD
Assistant Schools Division Superintendent
In-Charge of the Division

Enclosure: As stated

References: RM No. 500, s. 2022 dated July 6, 2022
RM No. 679, s. 2022 dated September 6, 2022
SDO Functions ver. 3

To be indicated in the Perpetual Index
Under the following subjects:

PUPILS
SCHOOL RECORDS
STUDENTS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUN 03 2025

REGIONAL MEMORANDUM

No. 494, s. 2025

**GUIDELINES ON THE REQUEST FOR CORRECTION OF ENTRY IN THE
PERMANENT RECORDS OF PUPILS/STUDENTS IN PUBLIC AND
PRIVATE ELEMENTARY AND SECONDARY
SCHOOLS IN REGION VI**

To: Schools Division Superintendents
All Others Concerned

1. In accordance with the Schools Division Office functions version 3, request for correction of simple clerical or purely typographical errors in a student's permanent records shall be evaluated and approved by the concerned Schools Division Superintendent.
2. All other requests shall be forwarded to this Office together with all the supporting documents.
3. Attached are the revised checklist of the documentary requirements, and the new data sharing consent form, for information and guidance.
4. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encls.: As stated.

Reference: RM No. 500, s. 2022 dated July 6, 2022
RM No. 679, s. 2022 dated September 6, 2022
SDO functions version 3

To be indicated in the Perpetual Index
under the following subjects:

PUPILS
SCHOOL RECORDS
STUDENTS

EAC/Memorandum
DepEdRO6-LU-MISC-2025-084



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MINIMUM REQUIREMENTS FOR CORRECTION OF ENTRY
IN A STUDENT'S PERMANENT SCHOOL RECORDS

CHECKLIST	Present	Absent
1. Letter request indicating the entry to be corrected, signed by the applicant if of legal age, or by the parent/guardian if otherwise;	<input type="checkbox"/>	<input type="checkbox"/>
2. Authorization letter or Special Power of Attorney (if the applicant is other than the owner or parent/s);	<input type="checkbox"/>	<input type="checkbox"/>
3. Sworn affidavit of discrepancy, executed by the applicant if of legal age, or by the parent/guardian if otherwise;	<input type="checkbox"/>	<input type="checkbox"/>
4. Sworn affidavit of discrepancy executed by two (2) disinterested persons;	<input type="checkbox"/>	<input type="checkbox"/>
5. One (1) original copy on secured paper, and three (3) photocopies of the applicant's certificate of live birth issued by the Philippine Statistics Authority;	<input type="checkbox"/>	<input type="checkbox"/>
6. Three (3) certified true copies of the student's permanent records (DepEd Form 137); and	<input type="checkbox"/>	<input type="checkbox"/>
7. Duly accomplished request with data sharing consent using the form prescribed by this Office.	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

- Complete Documents
 Incomplete Documents
 Others

SIGNATURE OVER PRINTED NAME
(In-Charge)



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@depd.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

Legal Unit Priority Number:

DATA PRIVACY CONSENT FORM

To be accomplished
 by the Legal Unit
 personnel:

Date: _____

Start: _____

End: _____

Nature of Transaction (Please check appropriate spaces.)

_____ REQUEST FOR CORRECTION OF SCHOOL RECORDS

_____ REQUEST FOR CERTIFICATION AS TO ADMINISTRATIVE COMPLAINT/CASE

The said Certification is to be used for (Please check appropriate box.)

- | | |
|--|---|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Survivorship benefit |
| <input type="checkbox"/> Travel abroad | <input type="checkbox"/> Loan application. |
| <input type="checkbox"/> Transfer | |
| <input type="checkbox"/> Others (please specify) _____ | |

To be accomplished before any personal data is disclosed.

I hereby certify that: (a) I have read the Data Privacy Notice of the Legal Unit; (b) I am voluntarily giving the data requested below; (c) consent is given for the use of the above data in the processing of my above request; (d.) I fully understand that the data to be given will be made available to the GSIS office in case of retirement or claim for survivorship benefits, or to the concerned school and Schools Division Office in case of correction of school records, and to other applicable offices or agencies in relation to my transaction.

For correction of school records: (a) I am voluntarily giving copies of my Certificate of Live Birth and other pertinent documents; (b) I agree to have said copies retained in the files of the Legal Unit and the Records Section, as well as the concerned school(s) and Division Office; (c) I understand that these documents are necessary for the processing of my requested change of data.

Name of informant: _____

Signature: _____ Date: _____

NOTE: In case the informant is not the student or the student's parents (for correction of school records), or is not the applicant for the above-indicated personnel action (for issuance of Certification), or is not the designated Liaison Officer, said informant must be duly authorized through a Special Power of Attorney.

To be accomplished in relation to requests for correction of data in permanent school records.

Name of student: _____ Sex: _____

Complete mailing address: _____

Cellphone number: _____ Email address: _____

To claim the approved request, please check the preferred box below:

- Personal Through mail



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Doc. Ref. Code	RO-ORD-F044	Rev	00
Effectivity	03.01.23	Page	1 of 2





Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

To be accomplished in relation to requests for Certification as to administrative complaints/cases.

Name of DepEd personnel: _____ Sex: _____

For married female personnel, please indicate maiden last name: _____

Cellphone number: _____ Email address: _____

Position: _____ Station/School: _____

Schools District: _____ Schools Division: _____

FOR RETIREMENT: Effective date of retirement: _____	FOR SURVIVORSHIP BENEFITS: Date of death: _____ Name of surviving spouse/heir and relationship to the deceased: _____
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FOR LEAVE TO TRAVEL ABROAD: <input type="checkbox"/> Personal <input type="checkbox"/> Official Dates of travel: _____ Destination: _____	FOR TRANSFER: Effective date of transfer: _____ New station: _____
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**To be accomplished by the Legal Unit, Department of Education Regional Office VI
 (For request for Correction of School Records and Certification)**

Received with complete documents Received, with need to submit additional requirements

Checked by: _____
 Signature over Printed Name

 Position/Designation

To be accomplished by the Legal Unit, Department of Education Regional Office VI

- No pending administrative complaint/case.
- With pending administrative complaint(s).
- With pending administrative case(s).

Verified by: _____
 Signature over Printed Name

 Position/Designation



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Doc. Ref. Code	RO-ORD-F044	Rev	00
Effectivity	03.01.23	Page	2 of 2





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

JUL 06 2022

No. 576, s. 2022

TO: Schools Division Superintendents
All Others Concerned

**MINIMUM REQUIREMENTS FOR CORRECTION OF ENTRY IN THE
SCHOOL RECORDS OF PUPILS/STUDENTS IN PUBLIC AND PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS IN REGION VI**

1. This Office, through the Legal Unit, has observed that some requests for correction of entry in the school records of pupils/students in public and private elementary and secondary schools are being returned due to some deficiencies or lack of supporting documents.
2. In order to address the problems and to fast track the processing of the requests, this Office issues this Memorandum, for the guidance of the field offices.
3. All requests for correction of entry in the school records of the pupils/students in public and private elementary and secondary schools should be accompanied by the following:
 - a. Letter request, signed by the applicant if of legal age, or by the parent/guardian if otherwise;
 - b. Sworn affidavit of discrepancy, executed by the applicant if of legal age, or by the parent/guardian if otherwise;
 - c. Sworn affidavit of discrepancy executed by two (2) disinterested persons;
 - d. One (1) original copy on secured paper, and three (3) certified true copies of the applicant's certificate of live birth issued by the Philippine Statistics Authority;
 - e. Three (3) certified true copies of the student's permanent records (DepEd Form 137);
 - f. One (1) original copy and three (3) certified copies of a Certificate of Negative Results issued by the Philippine Statistics Authority in case of change of first name, middle name, and/or surname;
 - g. Duly filled accomplished request with data sharing consent using the form prescribed by this Office, hereto attached as Annex "A".



4. All requests must be indorsed by the concerned Schools Division Superintendent to this Office. By indorsing the request, the Schools Division Superintendent warrants the completeness, correctness and validity of the documents submitted by the applicant/requestor.
5. Attached as Annex "B" is the checklist of the documentary requirements.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Inclusion: as stated.

Allotment: 1

To be indicated in the **Perpetual Index**
under the following subjects:

PUPILS

SCHOOL RECORDS

STUDENTS



Annex "A"

Legal Unit Priority Number:

Nature of Transaction (Please check appropriate spaces.)

REQUEST FOR CORRECTION OF SCHOOL RECORDS

REQUEST FOR CERTIFICATION AS TO ADMINISTRATIVE COMPLAINT/CASE

The said Certification is to be used for (Please check appropriate box.)

- | | |
|--|---|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Survivorship benefit |
| <input type="checkbox"/> Travel abroad | <input type="checkbox"/> Loan application. |
| <input type="checkbox"/> Transfer | |
| <input type="checkbox"/> Others (please specify) _____ | |

To be accomplished
by the Legal Unit
personnel:

Date: _____
Start: _____
End: _____

To be accomplished before any personal data is disclosed.

I hereby certify that: (a) I have read the Data Privacy Notice of the Legal Unit; (b) I am voluntarily giving the data requested below; (c) consent is given for the use of the above data in the processing of my above request; (d.) I fully understand that the data to be given will be made available to the GSIS office in case of retirement or claim for survivorship benefits, or to the concerned school and Schools Division Office in case of correction of school records, and to other applicable offices or agencies in relation to my transaction.

For correction of school records: (a) I am voluntarily giving copies of my Certificate of Live Birth and other pertinent documents; (b) I agree to have said copies retained in the files of the Legal Unit and the Records Section, as well as the concerned school(s) and Division Office; (c) I understand that these documents are necessary for the processing of my requested change of data.

Name of informant: _____

Signature: _____ Date: _____

NOTE: In case the informant is not the student or the student's parents (for correction of school records), or is not the applicant for the above-indicated personnel action (for issuance of Certification), or is not the designated Liaison Officer, said informant must be duly authorized through a Special Power of Attorney.

To be accomplished in relation to requests for Certification as to administrative complaints/cases.

Name of DepEd personnel: _____ Sex: _____

For married female personnel, please indicate maiden last name: _____

Cellphone number: _____ Email address: _____

Position: _____ Station/School: _____

Schools District: _____ Schools Division: _____

FOR RETIREMENT:

Effective date of retirement:

FOR SURVIVORSHIP BENEFITS:

Date of death: _____
Name of surviving spouse/heir and relationship to the deceased):

FOR LEAVE TO TRAVEL ABROAD:

Personal Official
Dates of travel: _____
Destination: _____

FOR TRANSFER:

Effective date of transfer: _____
New station: _____

To be accomplished in relation to requests for correction of data in permanent school records.

Name of student: _____ Sex: _____

Complete mailing address: _____

Cellphone number: _____ Email address: _____

Annex "B"

Minimum Requirements for Correction of Entry in a Student's School Records:

Applicant/Requestor:

1. Letter request, signed by:
 - a. the applicant if of legal age, or
 - b. the parent/guardian if otherwise;
2. Sworn affidavit of discrepancy, executed by
 - a. the applicant if of legal age, or
 - b. the parent/guardian if otherwise;
3. Sworn affidavit of discrepancy executed by two (2) disinterested persons;
4. One (1) original copy on secured paper, and three (3) certified true copies of the applicant's certificate of live birth issued by the Philippine Statistics Authority;
5. Three (3) certified true copies of the student's permanent records (DepEd Form 137);
6. One (1) original copy and three (3) certified copies of a Certificate of Negative Results issued by the Philippine Statistics Authority (PSA), in case of change of first name, middle name, and/or surname; and
7. Duly filled accomplished request with data sharing consent using the form prescribed by this Office, hereto attached as Annex "A".

To claim the approved request, please check the appropriate box below, if:

Personal; or

Through mail. Select the available courier in your locality (**JRS, Postal Mail**).

Kindly write below the following data of the applicant/requestor:

Complete Name: _____

Address: _____

Cellphone Number: _____

For the Schools Division Office:

Checked the completeness of the documentary requirements submitted by the applicant/requestor.

Division Office In-Charge

For DepEd Regional Office In-Charge:

Received with complete documents

Others

Signature Over Printed Name



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 679, s. 2022

SEP 06 2022

TO: Schools Division Superintendents
All Others Concerned

**AMENDMENT TO REGIONAL MEMORANDUM NO. 500, S. 2022
DATED JULY 6, 2022 ON MINIMUM REQUIREMENTS FOR CORRECTION
OF ENTRY IN THE SCHOOL RECORDS OF PUPILS/STUDENTS IN PUBLIC
AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS IN REGION VI**

1. This Office issued Regional Memorandum No. 500, s. 2022 dated July 6, 2022 on the above-mentioned subject.
2. Paragraph 3 of the said Memorandum, specifically **items d** and **f**, thereof, are amended as follows:

All requests for correction of entry in the school records of the pupils/students in public and private elementary and secondary schools should be accompanied by the following:

FROM	TO
Item d. One (1) original copy on secured paper, and three (3) certified true copies of the applicant's certificate of live birth issued by the Philippine Statistics Authority; and	Item d. One (1) original copy on secured paper, and three (3) photocopies of the applicant's certificate of live birth issued by the Philippine Statistics Authority; and
Item f. One (1) original copy and three (3) certified copies of a Certificate of Negative Results issued by the Philippine Statistics Authority in case of change of first name, middle name, and/or surname.	Item f. One (1) original copy and three (3) photocopies of a Certificate of Negative Results issued by the Philippine Statistics Authority in case of change of first name, middle name, and/or surname.



3. Immediate dissemination of and compliance of this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: Regional Memorandum
No. 500, s. 2022

Allotment: 1

To be indicated in the **Perpetual Index**
under the following subjects:

PUPILS

SCHOOL RECORDS

STUDENTS

LU/MRP/eac
MISC-2022-203



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph