



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

May 21, 2020

Division Memorandum No. 196, Series of 2020

NEW GUIDELINES ON CORRECTION OF SCHOOL ENTRIES/RECORDS

To: All PSDS
Public/Private School Principals and School Heads/Administrators
School Registrars
Teachers

1. In view of the current public health crisis, certain services from the Department of Education has to rely on technology and online request and processing of applications to avoid unnecessary travel;
2. Thus based on Regional Memorandum No. 0243, series of 2020, schools who have request for correction of school record entries shall accept the physical and hard copies of the listed requirements and validate the authenticity and completeness of the said documents. After evaluation, these submitted documents are to be sent via scanned copies through the school's Deped Official email address to **legalunit.bohol.deped.gov.ph**;
3. All documents received are to be given an acknowledgment email from the legal service unit. The applications considered compliant are given notifications that such has been forwarded to the regional legal service for its appropriate approval;
4. Any legal issues arising from this transaction, the school may immediately refer to the legal service unit for legal assistance;
5. For widest information dissemination of this Memorandum is highly encouraged.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 





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Checklist of Documentary Requirements for Correction of School Records

1. Letter Request of the student/parent/ guardian addressed to the Regional Director, Department of Education, Region VII, Sudlon, Lahug, Cebu City;
2. Endorsement from the School Principal or School Registrar to the DepEd Regional Director;
3. Original PSA/NSO Birth Certificate
4. Notarized affidavit of the Student or Mother/Father/Guardian if the student is still minor; (See template)
5. Notarized affidavit of two disinterested persons (see Template)
6. School Records bearing the wrong name (Diploma and Form 137)
7. 2x2 ID Picture
8. Documentary Stamp
9. Long Brown Envelope to contain the original documents

