



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Requirements for Correction of Entry in the School Records

- Letter Request
- Endorsement letter from SDO to the Regional Director
- School Record to be corrected (Diploma, Form 137, etc.)
- Certificate of Live Birth (PSA authenticated/Municipal Form No. 102)
- Affidavit of Two Disinterested Persons/Discrepancy
- Special Order of Graduation (only required for clients who graduated in a private school)
- Authorization letter from requesting party if processed by a representative.
- Proof of identity of requesting party if processed by a representative (valid ID with photo and signature).

Client's Name: _____
Date Received: _____
Date Forwarded to ORD: _____



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Certificate No. PFP QMS
24 93 0187