



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY

**IN THE MATTER OF
 CORRECTION OF ENTRIES
 IN THE SCHOOL RECORDS OF**

Applicant

X-----X

APPLICATION

The Applicant most respectfully submits his/her application and alleges that:

1. The applicant is a learner/complete/graduate of _____ of _____ He/she finished elementary/secondary/grade level in _____, a school supervised by the Schools Division of General Trias City. Attached her to is the Form 137/FS 9/Diploma of the applicant and is attached as **ANNEX "A"**.

2. Upon receipt of his/her Form 137/FS 9/Diploma, the name/birthdate/birth place appeared as _____ instead of _____. Attached hereto is the certified Live Birth issued by the Philippine Statistics Authority and is attached to **ANNEX "B"**.

3. The discrepancy in the entry/entries was because

_____. Such fact is attested by affidavit which is hereto attached as **ANNEX "C"**.

4. The applicant is presenting the following additional evidence to prove his/her application:

ANNEX "D" - _____

OSDS/LEG



Address: Brgy. Santa Clara, General Trias City, Cavite

Telephone No.: (046) 419-8720

Email Address: division.gentri@deped.gov.ph

Website: www.depedgentri.com

Doc. Ref. Code	SDO-OSDS-F141	Rev	00
Effectivity	04.19.2023	Page	1 of 2



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY

ANNEX "E" - _____
ANNEX "F" - _____
ANNEX "G" - _____

WHEREFORE, It most respectfully prayed that after careful review of my application and its attached evidence, the application be granted.

Other reliefs just and equitable are likewise prayed.

_____, _____
Date Place

Name and Signature of Applicant

OSDS/LEG



Address: Brgy. Santa Clara, General Trias City, Cavite

Telephone No.: (046) 419-8720

Email Address: division.gentri@deped.gov.ph

Website: www.depedgentri.com

Doc. Ref. Code	SDO-OSDS-F141	Rev	00
Effectivity	04.19.2023	Page	2of2