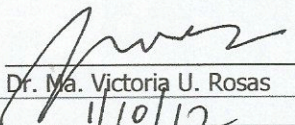


Procedure No:	ACA-PROC-REG-0001
Procedure Title:	Correction of Name and Birthdate Procedure
Related Policy:	ACA-POL-REG-0001 Correction of Name and Birthdate Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure involves the correction of the student's name and/or birthday in the student's permanent records, both in the Office of the Registrar, Commission on Higher Education and Department of Education
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The student fills out the Records Request Application Form (RRAF) and submits the following documents,</p> <ol style="list-style-type: none"> <li>1. Application for change of name</li> <li>2. Birth Certificate (in the absence of Birth Certificate, proof or loss or non availability thereof as attested by the Municipal Treasurer concerned to be submitted with the Baptismal Certificate of the student)</li> <li>3. Joint Affidavit of two disinterested persons attesting to the fact among others that the assumed name and the legal name of the student refer to is one and the same person)</li> <li>4. Affidavit of the student if legal age or that of the parents or guardian if still minor, explaining circumstances surrounding the use of assumed name or alias. Attesting the same facts as called for in item 3 above</li> <li>5. Letter of request for correction of name addressed to the Registrar</li> </ol> <p>Step 2. The Liaison Office prepares a petition order for the correction of entry.</p> <p>Step 3. The Liaison Officer submits the documents to the Legal Department of the CHED and DepEd.</p> <p>Step 4. The Liaison Officer files and distribute a copy of the approved petition to the student.</p>
Procedure Approval Authority:	Registrar
References:	Records Request Application Form (RRAF)
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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