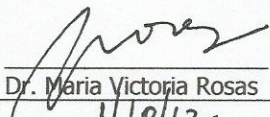


Policy No:	ACA-POL-REG-0001
Policy Title:	Correction of Name and Birthdate Policy
Implementation Procedure:	ACA-PROC-REG-0001 Correction of Name and Birthdate Procedure
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the requirements, persons involved and the courses of action undertaken in correcting the name and birthdate of the students.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All applications for change of name and or birthdate must be properly supported by the following documents <ol style="list-style-type: none"> 1.1 Original Birth Certificate issued by the NSO 1.2 Joint Affidavit of 2 disinterested parties who will attest 1.3 Affidavit of the student 1.4 Letter requesting for the correction 2. In the absence of birth certificate, the student should submit a certification from the National Statistics Office (NSO) specifying the discrepancy of the date in the birth certificate of the students. 3. In case the student is a minor, the affidavit of the parent or guardian is needed instead of the student himself. 4. All petitions for corrections are submitted to CHED-NCR Records Section and are forwarded to the CHED-NCR Legal Department. If the student is from the Basic Education, the petitions are submitted to DepEd-NCR Records Section and to the DepEd-Legal Department. 5. The received petition order and the original birth certificate are returned to the student for reference.
Applicability:	All students
Policy Approval Authority:	Registrar
Related Policies or References	
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12