



Request for Correction of Name and Change of Status

Office or Division:		Human Resource Non-Teaching Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd SDO, QC employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PSA Marriage Certificate, for Change of Status (1 original and 1 photocopy)			PSA	
2. PSA Birth Certificate, for Correction of Name (1 original and 1 photocopy)			PSA	
3. Request Letter (1 copy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1. Receive and check the complete document	None	5 minutes	HR Non-Teaching Unit Staff
	1.2. Updating of records	None	5 minutes	HR Non-Teaching Unit Staff
	1.3. Preparation of Special Order Form, for change of name (3 original copies)	None	30 minutes	HR Non-Teaching Unit Staff/HRMO
TOTAL		None	40 minutes	