

**Request for Correction of Name and Change of Status**

<b>Office or Division:</b>	Human Resource Non-Teaching Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DepEd SDO, QC employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. PSA Marriage Certificate, for Change of Status <i>(1 original and 1 photocopy)</i>			PSA	
2. PSA Birth Certificate, for Correction of Name <i>(1 original and 1 photocopy)</i>			PSA	
3. Request Letter (1 copy)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL</b>		<b>None</b>	<b>40 minutes</b>	