	Republic of the Philippines **POLYTECHNIC COLLEGE OF BOTOLAN** *(Formerly Botolan Community College)*	Doc Ref Code: PCB- RO-FORMS-15 Created/Revised 0606/2024	
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		Effectively date 06/06/2024	Page 1 of 1

REQUEST FOR CORRECTION OF NAME AND/OR DATE OF BIRTH

The College Registrar
This College

Dear Madam:

I, _____, a _____student officially admitted _____Semester, AY _____, would like to request for correction of my _____from _____to _____ due to _____.

I have attached the following supporting documents relative to my request. (3 copies)

1. Letter addressed to the College Registrar explaining the circumstances that led to the erroneous entry of data in the school record;
2. Original copy of PSA Birth Certificate
3. Parent's Affidavit / Affidavit of Discrepancy
4. Joint Affidavit of two (2) Disinterested Persons
5. Proof of Payment - P150.

I hope for your kind consideration and approval.

Very truly yours,

_____
(Printed Name and Signature of the student)
Student Number: _____

Certified based on records filed:

_____
(Printed Name and Signature of Registrar's Staff In-Charge of Records)

To: MIS Coordinator

Dear Sir:

I am respectfully endorsing the approved request and certification of the above-named student for correction of name / other data information for your appropriate action. Thank you.

Very truly yours,

_____
College Registrar

TO BE FILLED OUT BY MIS Coordinator)

Acknowledged by/date: _____
Action Taken: _____
By/date: _____

(Note: This form, once acknowledged and processed by the MIS Coordinator, should be returned to Registrar's Office for records purposes.)