*ANNEX C*

*CAV FORM 3-INDORSEMENT FOR CORRECTION OF ENTRIES IN THE ACADEMIC SCHOOL RECORDS*

***Republic of the Philippines***

***Department of Education***

***Region X***

***Division of El Salvador City***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(School name)*

***1st Indorsement***

*Date:*

 *Respectfully forwarded to the Regional Director, DepEd Regional Office X.(Attention: Attorney IV, Legal Unit) requesting for assistance in the Correction of Entries in the academic School Records of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a graduate of / student in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_during the School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

 *For ready reference and perusal, attached are the following documents / records:*

 *1. Certificate of Live Birth issued by Philippine Statistic Authority);*

 *2. Affidavit of Discrepancy;*

 *3. Affidavit of two (2) Disinterested Persons;*

 *4. Form-137; and*

 *5. Diploma.*

*For the preferential appropriate action of the Regional Director.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature Over Printed Name*

 *(School Head/Principal)*

*Attached: as stated.*