

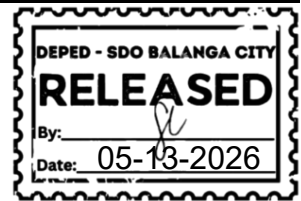


Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF BALANGA

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM


No. 259, s. 2026



**UPDATED PROCESS ON THE CORRECTION OF ENTRIES IN SCHOOL
RECORDS IN THE REGIONAL AND SCHOOLS DIVISION OFFICES**

To: Chief Education Supervisors
Education Program Supervisors
All Public and Private School Heads
All Others Concerned

1. Attached is the Regional Memorandum 128, s. 2026, titled “Updated Process on the Correction of Entries in School Records in the Regional and Schools Division Offices” for the information and guidance of all concerned.
2. All school heads and concerned personnel are directed to strictly observe the prescribed procedures in processing requests for correction of entries in school records.
3. Immediate dissemination of and compliance with this Memorandum are desired.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

Ref. No. SGOD-PAR-2026-008
S1/S3 May 12, 2026



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