



Republic of the Philippines
Department of Education
Region VI – Western Visayas

SCHOOLS DIVISION OF CAPIZ

Banica ,Roxas City
Telefax No.(036) 6210-974 / Tel. No. (036) 6216-118

Division Advisory No. 002 s. 2020
January 2, 2020

To: School Heads of Public Elementary, Secondary, Integrated Schools
All Others Concerned

TEXT

1. All schools who have learners in the LIS with pending request for correction of name, birthday and/or middle name please submit the letter request and attached the learners live birth certificate to serve as basis for correction being requested.
2. Failure to submit all documents needed to justify the request on or before January 31, 2020 will be DISAPPROVED.
3. The List of Schools with DISAPPROVED request for correction of name will be given to the "Checking of Forms Committee."


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

