3. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service

A student can apply for correction of her/his name with the option to correct in conformity with the name appeared the Philippine Statistics Authority and or school records for the SIS and Non SIS students.

Office or Division:	Institute of Technology – Registrar's Office
Classification:	Highly Technical
Type of Transaction:	Government to Client G2C
Who may avail:	Students, Alumni

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Letter addressed to the College Registrar	To be submitted by the Client
9. Original Copy of PSA Birth Certificate (annotated if there is a petition filed)	To be submitted by the Client
10. Parent Affidavit / Affidavit of Discrepancy	To be submitted by the Client
11. Joint Affidavit of Two Disinterested Person	To be submitted by the Client
12. Corrected copy of F17A/TOR (if applicable)	To be submitted by the Client
13. Original copy of Transcript of Records and Diploma (if previously issued)	To be submitted by the Client
14. Proof of payment	Cash Receipt Section (FMO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the amount for correction of name at the Fund Management Office	5.1 Accept payment and issue official receipt.	Php150.00	10 minutes	*Cash receipts officer* Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila

2.Submit accomplished Application for Correction of Name and required documents to ITECH Registrar's Office	5.3 Require the client to sign in the logbook 5.4 Accept application and required documents and start initial assessment and verification of completeness. 5.5 If documents are complete, process the application for correction 5.6 If not complete, Records Analysts will advice the client to comply with the lacking requirements otherwise the	None	10 minutes	*Receiving Staff* Respective Registrar's Office
	application will not be processed.			
5 Monitor status of request or check email for any updates from ITECH Registrar	3. Process request and issue advisory and updates whenever necessary 5.1.1 validate the authenticity of the submitted documents	None	4 working days	*Client* ITECH Registrar's Office

	5.1.2 Approve and tag the corrected name in the SIS		2 working days	
6 Acknowledge receipt of the requested correction	5.1 Require the client to sign in the logbook and give Feedback Form to evaluate the service rendered.	None	10 minutes	*Receiving Staff* Respective Registrar's Office
	TOTAL	**P150.00**	**5 days and 30 minutes**	