



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Checklist of requirements for correction/change of name and status

Submit one (1) copy of the following document:

- Request for Change/Correction of Name and Status Form (**Annex A**)
- Original PSA Marriage Certificate (*if change of name and status*)
- Original Birth Certificate (*if correction of name*)
- Updated BIR (*To be accomplished in the BIR office, then submit the photocopy of the BIR received copy*)
- Updated PhilHealth Member's Data Record (MDR)
(*To be accomplished in the PhilHealth office, then submit the photocopy of the updated MDR*)
- Updated Pag-Ibig Member's Data Form (MDF)
(*To be accomplished in the PAG-IBIG office, then submit the photocopy of the updated MDF*)

Note: For the ATM account updating, this is not included in the document submission. However, it is advised that you also update your ATM records to reflect the change/update of your name and status with the Land Bank of the Philippines.



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REQUEST FOR CHANGE OF NAME/STATUS FORM

Date of request: _____

Instruction: Put "N/A" if not applicable. Please check (✓) the appropriate option.

Type of Request

- Change of Name
Change of Civil Status
Correction of Name
Others: _____

Last Name Preference (for married female employees/applicants)

- Use Maiden Last Name
Use Husband's Last Name
Use Hyphenated Last Name

If Hyphenated Last Name, indicate below:

Table with 3 columns: Particulars, From, To. Rows include Last Name, First Name, Suffix, Middle Name, Civil Status.

Requested by:

Signature Over Printed Name

