



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.



Annex A

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REQUEST FOR CHANGE OF NAME/STATUS FORM

Date of request: _____

Put *N/A* if not applicable.

Last Name		First Name		Suffix		Middle Name		Civil Status	
From	To	From	To	From	To	From	To	From	To

Station code: _____

Present Salary: _____

Requested by:

SIGNATURE OVER PRINTED NAME



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>