



Patriotism • Leadership • Service • Professionalism

PAMANTASAN NG LUNGSOD NG SAN PABLO

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ADMINISTRATIVE SERVICES DEPARTMENT

Education Management Information Systems Office

Brgy. San Jose, San Pablo City

Tel No.: (049) 536-7830

Email Address: plspofficial@plsp.edu.ph



REQUEST FOR CORRECTION

THE REGISTRAR

Pamantasan ng Lungsod ng San Pablo
Brgy. San Jose, San Pablo City
Laguna

Dear Sir/Madam:

I, _____, would like to request your good office for the **correction of my name / date of birth / place of birth** from _____ to _____ in my academic records to conform with my name/ date of birth/ place of birth in my birth certificate.

In this connection, I am submitting **ANY** of the following documents:

- Certified true copy of Birth Certificate from Philippine Statistics Office (PSA)/photocopy of Alien Certificate of Registration for International Students.
- Personal affidavit (if of legal age) or affidavit of parent.
- Joint Affidavit of two (2) Disinterested Parties.

Thank you very much.

Very truly yours,

Signature over Printed Name

PROGRAM & YEAR LEVEL: _____

STUDENT NO.: _____

ACTION TAKEN:

☐

APPROVED

☐

DISAPPROVED

VRENALI R. TOLENTINO, LPT

Registrar II

Date

UPDATED BY:

EMIS Officer

Date

"Primed to Lead and Serve for Progress"