



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Legal Unit

1. Filing of Complaints

Administrative complaint may be filed for any of the following grounds for disciplinary action. This refers to the process of receiving formal administrative complaints against DepEd personnel filed before the appropriate Disciplining Authority. A party who is adversely affected by any offenses punishable under D.O. 47 may file a complaint with the disciplining authority.

Office or Division:	Legal Services Unit	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen and G2B - Government to Business	
Who may avail:	Any person complaining	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Formal Complaint under oath containing certification/statement on non-forum shopping (3 copies and 1 additional copy per additional person complained of)		Client
2. Sworn Complaint in three (3) copies containing the following: <ul style="list-style-type: none">• Full name and address of the complainant;• Full name and address of the person complained of as well as his/her position and office in the Department of Education;• A narration of the relevant and material facts which should show the acts or omissions as allegedly committed by the person;• Certified true copies of documentary evidence and affidavits of his/her witnesses, if any		Client
3. Certification or Statement of Non-Forum Shopping		Client



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal complaint with supporting evidence, if necessary	1.1 Receive and check the formal complaint and other documents 1.2. Evaluate the complaint	None	5 minutes	Legal Officer
		None	30 minutes	



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2. Request for Correction of Entries In The School Records

This process covers the rectification of personal information in scholastic records. It is a remedy for any student whose school records contain error/s which is/are purely typographical in nature, and which can be corrected by the issuance of a Resolution directing the correction of such error/s.

Office or Division:	Legal Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government; G2C- Government to Citizen
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application indicating the entry/entries to be corrected (1 original copy)	Requesting party
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)	PSA
3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable (1 original, 1 photocopy)	School
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)	Affiants
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application	Requesting party
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record)	Requesting party
7. Data Privacy Consent Form	Legal Unit



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents and fill out the application form for Correction of Entries in the School Records	1.1 Review and check all the requirements submitted as to completeness. a. If complete, proceed to verification and evaluation of documents. b. If incomplete, return the documents to	None	10 minutes	Legal Unit personnel /Legal Officer



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