
	Republic of the Philippines University of Southeastern Philippines Iñigo St., Bo. Obrero, Davao City 8000 Telephone: (082) 227-8192 Website: www.usep.edu.ph Email: president@usep.edu.ph	Form No.	FM-USEP-RSC-02
		Issue Status	02
		Revision No.	02
		Date Effective	18 May 2020
		Approved by	President
REQUIREMENTS FOR CORRECTION OF NAME, BIRTHDATE AND BIRTHPLACE			

1. Request Letter for correction of records address to: <p style="text-align: center;"> LOURDES C. GENERALAO President University of Southeastern Philippines Obrero, Davao City </p> <p style="text-align: center;"> Thru: NIMFA V. MANISCAN Registrar III </p>	
2. Photocopy of NSO Birth Certificate 3. Parent's Affidavit (for under-age students) 4. Personal Affidavit (if students is of legal age) 5. Joint Affidavit of two disinterested persons 6. Fee Php70.00 7. Documentary stamps worth Php20.00	
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