



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 10, 2026

DIVISION MEMORANDUM

No. 409, s. 2026

**AMENDMENT TO DIVISION MEMORANDUM NO. 71, S. 2022 ON THE ONLINE
ISSUANCE OF SPECIAL ORDER FOR CHANGE OF NAME/STATUS DUE TO
MARRIAGE**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching, Related-Teaching, and Non-Teaching Personnel
All Others Concerned

1. Relative to Division Memorandum No. 71, s. 2022 titled "**Online Issuance of a Special Order for Change of Name/Status Due to Marriage**," this Office hereby issues this amendment to update the submission process and the online link for requests for the issuance of Special Order due to marriage.

2. The previously issued online submission link under Item C.1 of the said Memorandum shall no longer be used. Effective immediately, all concerned personnel shall submit their request through the updated online form:

Updated Online Link: <https://forms.office.com/r/iyeqHbXJjM>

3. The documentary requirements shall remain as follows:

- a. Affidavit of Change of Name/Status;
- b. PSA-issued Marriage Certificate/Marriage Contract; and
- c. Endorsement Letter from the School Head or Immediate Supervisor.

The endorsement letter template may be downloaded through this link:
<https://tinyurl.com/change-name-status>

4. The Administrative Officer II (AO II)/Registrar/Administrative Assistant (ADAS)/Administrative Aide (Clerk) shall facilitate the submission of the request through the updated online link using the official school email address and ensure that the uploaded documents are complete, clear, readable, and properly endorsed by the School Head before submission.

5. To ensure proper tracking and processing of requests, the following revised procedure shall be observed:

- a. Access the updated online form using the official DepEd email account;
- b. Completely fill out all required fields in the form;



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

- c. Upload clear and readable scanned copies of the required documents in PDF format;
 - d. Ensure that all uploaded documents are complete, properly signed, and not blurred, cropped, or cut off; and
 - e. Wait for confirmation or feedback from the Administrative Services Unit regarding the status of the request.
6. Requests with incomplete information, unreadable documents, or lacking required attachments shall not be processed and shall be returned to the concerned applicant for compliance.
7. The processing period shall commence only upon receipt of the complete documentary requirements through the updated online form. The Special Order shall be released through the applicant's registered email address once approved.
8. All other provisions of Division Memorandum No. 71, s. 2022 that are not inconsistent with this issuance shall remain in effect.
9. Immediate and strict compliance with this Memorandum is hereby directed.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/07-044-2026

