



MC No. 20, s. 2004

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE COLLEGES AND UNIVERSITIES

SUBJECT: *Policy Changes Relative to Correction of Personal Information*

Pursuant to CSC Resolution No. 040966 dated September 1, 2004, the following policies are hereby prescribed in the processing of requests for correction of dates of birth and other personal information in the records of the Commission:

- Section 1.** All requests for correction of date of birth that are within 5 years before mandatory retirement shall henceforth be submitted to the Commission Proper for evaluation and decision.
- Section 2.** All such requests made earlier than five years from mandatory retirement shall be submitted to the CSC Regional Office with jurisdiction and shall be acted upon within fifteen (15) days from receipt of the requests. Copies of the Order or Decision shall be submitted by the Civil Service Commission Regional Office concerned to the Commission Proper through the Commission Secretariat and Liaison Office;
- Section 3.** All the documentary requirements prescribed in MC No. 14, s. 1995 and MC No. 31, s. 2001, such as authenticated copies of birth certificates, baptismal certificates, affidavits, employment and school records, whenever applicable, shall be strictly followed.

These guidelines shall take effect immediately.


KARINA CONSTANTINO-DAVID
Chairman

September 02, 2004



CORRECTION OF PERSONAL INFORMATION

Re: Policy Changes

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RESOLUTION NO. 040966

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Civil Service Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, in the exercise of its rule making powers the Commission has issued MC No. 14, s. 1995 and MC No. 31, s. 2001 prescribing the Guidelines in the Processing of Requests for Correction of Personal Information in the records of the Commission;

WHEREAS, subsequently, the Commission has delegated to its Regional Offices the authority to process such requests;

WHEREAS, Sec. 2(3) of Republic Act No. 9048 defines **Clerical or Typographical Error** as *"a mistake committed in the performance of clerical work in writing, copying, transcribing or typing entry in the civil register that is harmless and innocuous, such as misspelled name or misspelled place of birth or the like, which is visible to the eyes or obvious to the understanding, and can be corrected or changed only by reference to the existing record or records; Provided, however, that no correction must involve the change of nationality, age, status or sex of the petitioner"*;

WHEREAS, the Commission has noted the inexplicable rise in the number of requests for correction of birth dates from officials and employees about to reach mandatory retirement age;

WHEREAS, there is a need to institute safeguards and clarify the authority delegated to CSC regional offices relative to such requests;

NOW, THEREFORE, the Commission resolves to prescribe the following policies on the correction of dates of birth and other personal information:

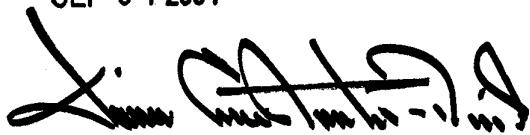
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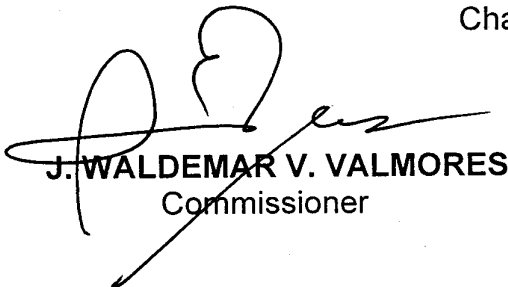
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Quezon City,

SEP 01 2004



KARINA CONSTANTINO-DAVID
Chairman

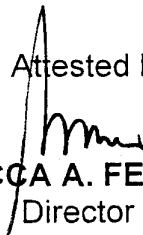


J. WALDEMAR V. VALMORES
Commissioner



CESAR D. BUENAFLOR
Commissioner

Attested by:



REBECCA A. FERNANDEZ
Director IV

Commission Secretariat and Liaison Office