



MC No. 31s. 2001

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : NEW GUIDELINES IN THE PROCESSING OF REQUESTS FOR CORRECTION OF PERSONAL INFORMATION IN THE RECORDS OF THE CIVIL SERVICE COMMISSION

Pursuant to CSC Resolution No. 01-1813 dated November 20, 2001, the Commission adopts the following new guidelines to be used in processing requests for correction of personal information in the records of the Commission:

1. All requests for correction and/or change of names and/or dates of birth appearing in the records of this Commission must be filed at the Civil Service Commission Regional Office concerned;
2. The said requests must be accompanied by a copy of the birth certificate duly authenticated by the Local Civil Registrar of the city or municipality where the birth was recorded or registered or the National Statistics Office;
3. In case of approved petitions for correction of clerical or typographical errors and change of first name or nickname in accordance with the provisions of Republic Act No. 9048 and its implementing rules and regulations, and a corresponding change or correction of entry is being requested in the records of the Commission, the birth certificate bearing the marginal annotations of the concerned city or municipal registrar or

consul general shall be submitted to the Commission in support of such request;

4. A birth certificate issued on the basis of a late registration of birth shall constitute a sufficient evidence to warrant a correction or change of information in the records of the Commission; provided that, other authenticated supporting documents are submitted including:
 - a. Baptismal Certificate
 - b. Affidavits of Two (2) Disinterested Witnesses
 - c. Other Employment, Personal, or School Records which would support the entry reflected in the delayed registered birth certificate and which entry is requested to be reflected in the records of the Commission as the true and correct entry.
5. The action on said requests shall be contained in an appropriate resolution/decision/order;
6. Incorrect name or birthdates appearing in the records of the Commission due to typographical or mechanical error in copying personal data sheet, applications to take Civil Service examinations, appointment papers and the like, may be corrected by the Regional Office which made the mistake but a report thereof must be submitted immediately to the Commission Proper for notation; and
7. Clerical or typographical error refers to a mistake committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that is harmless and innocuous, such as misspelled name or misspelled place/date 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 other existing record or records.

This Memorandum Circular shall take effect immediately.


KARINA CONSTANTINO-DAVID
Chairman

November 20, 2001
FPG/KPZ/X3/X14/d10/jrl



**RE : Correction of Personal Information in the
Records of the Civil Service Commission**

x-----x

RESOLUTION NO. 011813

WHEREAS, Section 12 (3) of Book V of the Administrative Code of 1987 confers on the Civil Service Commission the authority to promulgate policies, standards and guidelines for the efficient and effective personnel administration in the government;

WHEREAS, the Civil Service Commission is mandated to keep and maintain personnel records of all officials and employees in the civil service;

WHEREAS, the Commission receives numerous requests for correction of personal information, particularly dates of birth and name, appearing in the records of the Commission;

WHEREAS, the enactment of Republic Act No. 9048 which is 'An Act Authorizing the City or Municipal Civil Registrar or the Consul General to Correct A Clerical or Typographical Error in an Entry and/or Change of First Name or Nickname in the Civil Register Without Need of a Judicial Order, Amending for this purpose Articles 376 and 412 of the Civil Code of the Philippines and recent court jurisprudence necessitate changes in our present rules;


WHEREAS, the existing rules in the processing of requests for correction of personal information in the records of the Commission need to be updated and revised to make them more responsive to the demands for speedy and judicious disposition of said requests;

NOW, THEREFORE, the Commission hereby resolves to repeal Memorandum Circular No. 14, s. 1995 and, in its stead, adopts the following new guidelines to be used in the processing of requests for correction of personal information in the records of the Commission:

1. All requests for correction and/or change of names and/or dates of birth appearing in the records of this Commission must be filed at the Civil Service Commission Regional Office concerned;
2. The said requests must be accompanied by a copy of the birth certificate duly authenticated by the Local Civil Registrar of the city or municipality where the birth was recorded or registered or the National Statistics Office;
3. In case of approved petitions for correction of clerical or typographical errors and change of first name or nickname in accordance with the provisions of Republic Act No. 9048 and its implementing rules and regulations, and a corresponding change or correction of entry is being requested in the records of the Commission, the birth certificate bearing the marginal annotations of the concerned city or municipal registrar or consul general shall be submitted to the Commission in support of such request;
4. A birth certificate issued on the basis of a late registration of birth shall constitute a sufficient evidence to warrant a correction or change of information in the records of the Commission; provided that, other authenticated supporting documents are submitted including:
 - a. Baptismal Certificate
 - b. Affidavits of Two (2) Disinterested Witnesses
 - c. Other Employment, Personal, or School Records which would support the entry reflected in the delayed registered birth certificate and which entry is requested to be reflected in the records of the Commission as the true and correct entry.
5. The action on said requests shall be contained in an appropriate resolution/decision/order;
6. Incorrect name or birthdates appearing in the records of the Commission due to typographical or mechanical error in copying personal data sheet, applications to take Civil Service examinations, appointment papers and the like, may be corrected by the Regional Office which made the mistake but a report thereof must be submitted immediately to the Commission Proper for notation; and

7. Clerical or typographical error refers to a mistake committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that is harmless and innocuous, such as misspelled name or misspelled place/date 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 other existing record or records.

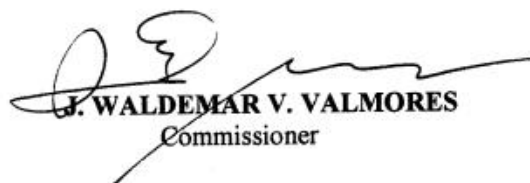
Quezon City, NOV 20 2001



KARINA CONSTANTINO-DAVID
Chairman



JOSE F. ERESTAIN, JR.
Commissioner



J. WALDEMAR V. VALMORES
Commissioner

Attested by:



ARIEL G. RONQUILLO
Director III