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MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office, Regional Offices, Bureaus and Attached
Agencies

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **POLICY CHANGES RELATIVE TO CORRECTION OF
PERSONAL INFORMATION**

DATE : November 23, 2004

Pursuant to Civil Service Commission Memorandum Circular No. 20, S. 2004, the following policies are hereby reiterated 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 five (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 CSC Regional Office concerned to the Commission Proper through the Commission Secretariat and Liaison Office.

Section 3 – Submission of 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.”

For your information and guidance.


ROLANDO L. METIN

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