

ADMINISTRATIVE SUPERVISION OF COURTS

SC ADMINISTRATIVE CIRCULAR NO. 12-91, March 20, 1991

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TO

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THE PRESIDING JUSTICE AND ASSOCIATE JUSTICES OF THE COURT OF APPEALS AND THE SANDIGANBAYAN; THE PRESIDING JUDGE AND ASSOCIATE JUDGES OF THE COURT OF TAX APPEALS; ALL JUDGES OF THE REGIONAL TRIAL COURTS, SHARIA DISTRICT COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, AND SHARIA CIRCUIT COURTS

SUBJECT

:

REQUEST FOR CORRECTION OF DATE OF BIRTH

Quoted hereunder is MC No. 19, s. 1990 of the Civil Service Commission, for the information and guidance of all concerned:

"Pursuant to Section 12(3), the Civil Service Commission is empowered to promulgate policies, standards administration in the government. It is also bound to keep and maintain personnel records of all officials and employees in the civil service.

In the performance of these functions, the Commission attends to and acts on requests for correction of date of birth for purposes of appointment, promotion, transfer, retirement and other personnel actions. However, it has been observed that numerous requests for correction of date of birth have been submitted for the obvious purpose of delaying and/or postponing the actual date of their compulsory retirement.

Thus, in order to forestall any attempt to unduly extend the services of officials and employees who have reached the compulsory retirement age of 65 years or to effect early compulsory retirement by the mere expedience of filing a request for correction of date of birth, the Commission resolved to adopt, as it hereby adopts as the policy on these cases as follows:

- All requests for correction of date of birth for the purpose of retirement, shall be filed with this Commission or its proper Regional Office not later than five (5) years prior to the expected date of compulsory retirement; and
- This period of five (5) years does not apply where the request is supported by primary evidence, that is, a certified true copy of the Certificate of Live Birth issued by the proper authorities, but all requests for correction of date of birth on the basis thereof should be filed not later than one (1) year before the applicant's expected date

of retirement.

(SGD.) PATRICIA A. STO. TOMAS

Chairman"

Please be guided accordingly.

Manila, March 20, 1991.

(Sgd.) MARCELO B. FERNAN

Chief Justice

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