

## **GUIDELINES IN THE PROCESSING OF REQUESTS FOR CORRECTION OF PERSONAL INFORMATION IN THE RECORDS OF THE CIVIL SERVICE COMMISSION**

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Pursuant to CSC Resolution No. 95-4466 dated July 27, 1995 the Commission adopts the following guidelines to be used in processing requests for correction of personal information in the records of the Commission:

1. All requests for correction of names and/or dates of birth appearing in the records of this Commission must be filed at the Central Office of the Commission attention Office for Legal Affairs;
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. The said birth certificate must contain information which were recorded or registered within a reasonable period of time after the birth of the person making the request;
4. A birth certificate issued on the basis of a late registration of birth is not sufficient evidence to warrant a correction or change of information in the records of the Commission in the absence of a court order;
5. The action on said requests shall be contained in an appropriate resolution; and
6. Incorrect names or birthdates appearing in the records of the Commission due to typographical or mechanical error in copying the information from source documents such as personal data sheet, applications to take Civil Service examinations, appointment papers and the like, maybe corrected by the Regional Office which made the mistake but a report thereof must be submitted immediately to the Commission for notation.

This Memorandum Circular shall take effect immediately.

Adopted: 27 July 1995

(SGD.) CORAZON ALMA G. DE LEON  
Chairman

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