

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig City

August 10, 1995

DECS O R D E R  
No. 48, s. 1995

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

To: Undersecretaries  
Assistant Secretaries  
Bureau/Cultural Agency Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. Inclosed is CSC Memorandum Circular No. 14, s. 1995, entitled Guidelines in the Processing of Requests for Correction of Personal Information in the Records of the Civil Service Commission.
2. Please be guided accordingly.

(SGD.) ERLINDA C. PEFIANCO  
Undersecretary  
Officer-in-Charge

Incl.:  
As stated

Reference:  
DECS Order: No. 59, s. 1990

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects

CHANGE  
EMPLOYEES  
OFFICIALS  
POLICY  
RULES & REGULATIONS



MC No. 14, s. 1995

**MEMORANDUM CIRCULAR**

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

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

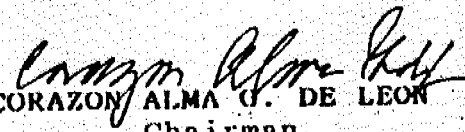
Pursuant to CSC Resolution No. 95-4466 dated July 27, 1995 the Commission adopts the following guidelines to be used in processing requests for correction of personal information in the records of the Commission:

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

Correction of Personal Information; /p.2  
Date of Birth and Name

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.

  
CORAZON ALMA G. DE LEON  
Chairman

July 27, 1995

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