



CSC MC No. 20 s. 2006

MEMORANDUM CIRCULAR

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

SUBJECT : AMENDMENT TO ITEM NO. 4 OF CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 31, SERIES OF 2001 (CSC MC No. 31, s. 2001) dated November 20, 2001

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Pursuant to CSC Resolution No. 06-2242 dated December 18, 2006, Item No. 4 of Civil Service Commission Memorandum Circular No. 31, series of 2001 (CSC MC No. 31, s. 2001) dated November 20, 2001 has been amended, to read, as follows:

"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, unless it has been lost or destroyed during a war, fire, natural calamity or any other fortuitous event as certified by the proper church authority or if the requesting party was not issued any baptismal certificate or other individuals who were not baptized. However, other authentic and reliable documents in lieu of a baptismal certificate, which shows the information or data requested to be corrected, must be submitted as mentioned in letter 'c' hereunder;*

- b. *Affidavits of Two (2) Disinterested Witnesses; and*
- 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."*

This Memorandum Circular shall take effect immediately.


KARINA CONSTANTINO-DAVID
Chairperson

December 22, 2006

AGR/X18/X33(08)
CSC MC No. Item No. 4, 31, s. 2001(MC)/vog

PUBLISHED CSC Resolution No. 06-2242
Date: January 19, 2007
Newspaper: Manila Times



Republic of the Philippines
Civil Service Commission

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at Its Best.

Mamamayan Muna

**Amendment to Item No. 4 of Civil Service
Commission Memorandum Circular No. 31,
Series of 2001 (CSC MC No. 31, s. 2001)
dated November 20, 2001**

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RESOLUTION NO. 062242

WHEREAS, Section 12 (3), 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 names, 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;

WHEREAS, there is a need to review the requirements set forth in Item No. 4 of CSC MC No. 31, series of 2001, on the supporting documents required to support a Certificate of Live Birth issued on the basis of a late registration. In particular, what can be accepted to support the said Certificate of Live Birth when the Baptismal Certificate has been lost during a war, fire or natural calamity. Also, there is a need to consider the special situation of people who were not baptized;

NOW, THEREFORE, the Commission hereby resolves to amend Item No. 4 of CSC MC No. 31, series of 2001, and adopts the following new guidelines to be used in the processing of requests for correction of personal information in the records of the Commission, without however sacrificing the higher interest of justice and equity:

"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:

Certified True Copy:
[Signature]
SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

- a. *Baptismal Certificate, unless it has been lost or destroyed during a war, fire, natural calamity or any other fortuitous event as certified by the proper church authority or if the requesting party was not issued any baptismal certificate or other individuals who were not baptized. However, other authentic and reliable documents in lieu of a baptismal certificate, which shows the information or data requested to be corrected, must be submitted as mentioned in letter 'c' hereunder;*
- b. *Affidavits of Two (2) Disinterested Witnesses; and*
- c. *Other Employment, Personal or School Records which would support the entry reflected in the belatedly registered birth certificate and which entry is requested to be reflected in the records of the Commission as the true and correct entry."*

This Resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, DEC 18 2006


KARINA CONSTANTINO-DAVID
Chairman


CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


JUDITH D. CHICANO
Director IV
Commission Secretariat and Liaison Office

Certified True Copy:
SEYMOUR R. PALARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

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Item No. 4, CSC MC No. 31, s. 2001 (Resol)

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