

[NAPOLCOM MEMORANDUM CIRCULAR NO. 2011-002, January 11, 2011]

**APPROVING THE GUIDELINES AND PROCEDURES IN THE
CORRECTION OF ENTRY AND CHANGING OF BIRTH RECORDS OF
PHILIPPINE NATIONAL POLICE (PNP) PERSONNEL AS
PROVIDED FOR UNDER NHQ-PNP MEMORANDUM CIRCULAR NO.
2010-019**

WHEREAS, the PNP has been receiving numerous requests for the change or correction of information in the personnel records kept at the Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM);

WHEREAS, majority of the requests received by the DPRM are changes or correction of birth date in the personnel records of the PNP;

WHEREAS, the PNP submitted, for the approval of the Commission, a copy of NHQ-PNP Memorandum Circular No. 2010-019 entitled "Guidelines and Procedures in the Correction of Entry and Changing of Birth Records of PNP Personnel" that shall provide the policies and procedures to be followed by PNP personnel on the correction or alteration of entries in the official personnel records of the PNP, particularly birth dates and other personal information and to establish a system of check and balance in the management of PNP records;

WHEREAS, after consideration of NHQ-PNP Memorandum Circular No. 2010-019, the Commission finds the same to be in order considering that it will prevent any fraudulent, irregular or unofficial amendment or change in the birth dates of PNP personnel especially changes that shorten or prolong one's tenure in position or designation, defeating the one (1) year period of limitation for promotion or retirement, evading suits or counter-suits or any other circumstance which has an effect on the length of service and retirement benefits of any PNP personnel;

NOW, THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the Philippine National Police, HAS RESOLVED TO APPROVE, AS IT IS HEREBY APPROVES, the guidelines and procedures in the correction of entry and changing of birth records of PNP personnel as provided for under NHQ-PNP Memorandum Circular No. 2010-019* entitled "Guidelines and Procedures in the Correction of Entry and Changing of Birth Records of PNP Personnel", copy hereto attached as Annex "A*";

BE IT RESOLVED FURTHER, that NHQ-PNP Memorandum Circular No. 2010-019* shall take effect upon filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII and Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987"