

[CSC MEMORANDUM CIRCULAR, April 11, 1990]

REQUEST FOR CORRECTION OF DATE OF BIRTH

Pursuant to Section 12 (3), the Civil Service Commission is empowered to promulgate policies, standards and guidelines for the efficient and effective personnel administration in the government. It 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:

1. 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
2. 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.

Adopted: 11 April 1990

(SGD.) PATRICIA A. STO .TOMAS
Chairman



Source: Supreme Court E-Library

This page was dynamically generated by the E-Library Content Management System (E-LibCMS)