

Republika ng Pilipinas
PAMBANANG PANGASIWAAN NG DATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 85, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND PROJECT
IRRIGATION ENGINEERS AND SPECIAL PROJECT
MANAGERS; IRRIGATION SUPERINTENDENTS
AND OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS;
AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Revised Procedure in the Submittal of
Official Requests for the Change/Correction
of Family Names of Employees

In line with the NIA policy of decentralizing office functions, the following procedures re change of names are hereby prescribed for your guidance:

I. Requests of women employees for the change of family name in view of change in civil status should be sent direct to the Civil Service Commission, Quezon City, a copy each to be furnished the Central Office, and the GSIS, if a permanent employee, subject to the submission of a certified copy of Marriage Contract. Attached is a sample of the format of the office request to the CSC.

II. Requests of employees for the correction of family name should be sent direct to the Civil Service Commission, Quezon City, likewise furnishing the Central Office a copy thereof, subject to the submission of the following requirements:

A. Formal request, duly subscribed to under oath, citing the circumstances/reasons for the correction of his/her family name;

B. Affidavits of two (2) disinterested credible persons attesting to his/her true family name;

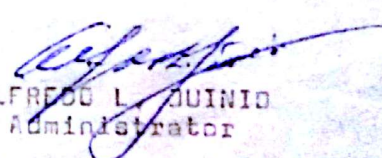
C. Birth Certificates or if not available, such fact must be proven thru certification by the local civil registrar, and the following secondary evidence submitted:

1. Baptismal Certificate

2. Affidavit of at least two persons who have personal knowledge of his date of birth, corroborated by relevant records or documents.

Advice of action taken by the Civil Service Commission on the request should be relayed immediately to this Office and the Government Service Insurance System if employee is a member thereof.

Officials concerned are advised to observe strict adherence to the above requirements.


ALFREDO L. QUINIO
Administrator

AFS/re

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_____Indorsement

Respectfully forwarded to the Honorable Commissioner
of Civil Service, Quezon City, requesting favorable action
on the herein basic request of Mrs. _____,
nee Miss _____ for change of her
civil status.

Enclosed is a photostatic copy of her Marriage Contract
to support her request.

Regional Irrigation Engineer

Re - Request of _____ for change of name