

Republika ng Pilipinas  
NATIONAL IRRIGATION ADMINISTRATION  
(Pambansang Pangasiwaan ng Patubig)  
Lungsod ng Quezon

May 24, 1990

MC 35 s. 1990

T O : Deputy Administrator, Asst. Administrators,  
Department Managers, Staff Heads, Regional  
Irrigation Managers, Operations/Project Managers,  
Project Engineers, Irrigation Superintendents,  
Provincial Irrigation Engineers and all others  
concerned.

SUBJECT : REQUEST FOR CORRECTION OF DATE OF BIRTH

Quoted hereunder for your information and dissemination to  
your respective personnel is CSC Memorandum #19, s. 1990  
establishing the policies concerning requests for correction of  
date of birth for purposes of appointment, promotion, transfer,  
retirement and other personnel actions.

"Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Quezon City

MC No. 19, s. 1990

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF  
THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-  
OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL  
CHARTERS AND STATE UNIVERSITIES AND COLLEGES.

SUBJECT : 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 is 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 an 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.

(SGD.) PATRICIA A. STO. TOMAS  
Chairman

April 11, 1990"

For compliance.



JOSE B. DEL ROSARIO, JR.  
Administrator