

**CHECKLIST OF REQUIREMENTS FOR CORRECTION
OF PERSONAL INFORMATION**

- 1. Properly accomplished Application Form;
- 2. Personal Affidavit of Discrepancy;
- 3. Photocopy of documents sought to be corrected
- 4. Original Certificate of Live Birth duly authenticated by the Local Civil Registrar of the municipality or city where the birth was registered or recorded or the Philippine Statistics Authority, or in its absence, a court order;

Late registered?

YES

NO (proceed to Item No. 5.)

If YES, submit also the following:

4 (a). *Original or duly authenticated copy of Baptismal certificate, unless it has been lost or destroyed during a war, fire, natural calamity or any other fortuitous event, in which case, a certification issued by the proper church authority must be submitted. If the requesting party was not issued any baptismal certificate or was not baptized, an affidavit attesting to such fact must be submitted.*

4 (b). *Original or duly authenticated copy of other employment, personal or school records which support the entry reflected in the belatedly registered certificate and which entry is requested to be reflected in the records of the Commission as the true and correct entry. (Rule 19, 2017 RACCS)*

- 5. Photocopy of one (1) valid Identification card (back-to-back);
- 6. Photocopy of Official Receipt (proof of payment of filing fee worth P760.00);
- 7. Letter-request addressed to:

Atty. MARILYN E. TALDO
Director IV
Civil Service Commission
Regional Office No. VIII
Government Center, Palo, Leyte

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