## CHECKLIST OF REQUIREMENTS FOR CORRECTION CHECKLIST OF REQUIREMENTS FOR CORRECTION OF PERSONAL INFORMATION OF PERSONAL INFORMATION 1. Properly accomplished Application Form; Properly accomplished Application Form; 2. Personal Affidavit of Discrepancy; 2. Personal Affidavit of Discrepancy; \_\_\_\_ 3. Photocopy of documents sought to be corrected \_\_\_\_ 3. Photocopy of documents sought to be corrected \_\_\_\_ 4. Original Certificate of Live Birth duly 4. Original Certificate of Live Birth duly authenticated by the Local Civil Registrar of the authenticated by the Local Civil Registrar of the municipality or city where the birth was municipality or city where the birth was registered or recorded or the Philippine registered or recorded or the Philippine Statistics Authority, or in its absence, a court Statistics Authority, or in its absence, a court order: order; Late registered? Late registered? () YES () YES ( ) NO (proceed to Item No. 5.) ( ) NO (proceed to Item No. 5.) If YES, submit also the following:) If YES, submit also the following: \_\_4 (a). Original or duly authenticated copy of 4 (a). Original or duly authenticated copy of Baptismal certificate, unless it has been lost Baptismal certificate, unless it has been lost or destroyed during a war, fire, natural or destroyed during a war, fire, natural calamity or any other fortuitous event, in calamity or any other fortuitous event, in which case, a certification issued by the which case, a certification issued by the proper church authority must be submitted. If proper church authority must be submitted. If the requesting party was not issued any the requesting party was not issued any baptismal certificate or was not baptized, an baptismal certificate or was not baptized, an affidavit attesting to such fact must be affidavit attesting to such fact must be submitted. submitted. 4 (b). Original or duly authenticated copy of 4 (b). Original or duly authenticated copy of other employment, personal or school records other employment, personal or school records which support the entry reflected in the which support the entry reflected in the belatedly registered certificate and which belatedly registered certificate and which entry is requested to be reflected in the entry is requested to be reflected in the records of the Commission as the true and records of the Commission as the true and correct entry. (Rule 19, 2017 RACCS) correct entry. (Rule 19, 2017 RACCS) 5. Photocopy of one (1) valid Identification card 5. Photocopy of one (1) valid Identification card (back-to-back); (back-to-back); \_ 6. Photocopy of Official Receipt (proof of payment 6. Photocopy of Official Receipt (proof of payment of filing fee worth P760.00); of filing fee worth P760.00); 7. Letter-request addressed to: 7. Letter-request addressed to: **Atty. MARILYN E. TALDO Atty. MARILYN E. TALDO** Director IV Director IV Civil Service Commission Civil Service Commission Regional Office No. VIII Regional Office No. VIII

Government Center, Palo, Leyte

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