



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
OFFICE OF THE MINISTER

REGIONAL MEMORANDUM

No. 750
 Series of 2023

RELEASED
 Hajar
 BY: _____
 DATE: 21 SEP 2023
 TIME: 2:35 P.M.
 OFF. NO: 2023-09-11

TO : **ABDULLAH P. SALIK, JR.**, Director General for Basic Education
PROF. TAHIR G. NALG, Director General for Madaris Education
RUBY A. ANDONG, Director General for Technical Education
MARJUNI M. MADDI, Director General for Higher Education
ALL CONCERNED PERSONNEL OF THIS MINISTRY

FROM : **MOHAGHER M. IQBAL**
 Minister

SUBJECT : **REVISED PROCESS ON REQUESTS FOR CHANGE OF PERSONAL INFORMATION DUE TO MARRIAGE/DIVORCE/DECLARATION OF NULLITY OF MARRIAGE**

DATE : September 20, 2023

1. The Civil Service Commission (CSC) for BARMM is hereby informing all agencies of the revised process when requesting to change the personal information of an employee by virtue of Marriage/Divorce/Declaration of Nullity of Marriage.
2. Instead of filing the request directly at the CSC Regional Office, any request for change under the following circumstances shall now be forwarded to the Human Resource and Management Division of the Ministry, to wit:
 - a. Change of surname due to marriage
 - b. Change of civil status due to marriage/declaration of nullity of marriage/divorce/death of spouse
 - c. Reversion to the use of Maiden Surname
3. All personnel are advised to inform the Ministry by submitting their intent if they wish to request any of the abovementioned items. For MBHTE-Supervised Higher Education Institutions (MSHEIs) and schools division offices (SDOs), kindly consolidate the individual requests and transmit them to the Regional Office along with the supporting documents.
4. Attached is the list of requirements for reference. Incomplete documents shall be returned to the employee without any action.
5. In reiteration, only those circumstances identified in No. 2 shall be processed. Any request NOT on the list shall still be referred to the CSC Regional Office for assistance by the concerned employee.
6. For information and guidance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Mohaghar
 Date: SEP 21 2023
 Time: 2:35 P.M.
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By Authority of the Minister
MOHAGHER M. IQBAL:


HARON S. MELING
 Deputy Minister



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Annex "A"

REQUEST FORM

CORRECTION OF PERSONAL INFORMATION

- A. Name _____
- B. Office _____
- C. Position _____
- D. Home Address: _____
- E. Name of School: _____
- F. School ID _____

G. Information which is requested to be corrected

- Given Name from _____
to _____
- Family Name from _____
to _____
- Middle Name from _____
to _____
- Civil Status from _____
to _____

F. Reason for or cause of discrepancy

G. Supporting documents

- Certificate of Marriage
 - Date of Registration _____
 - Place of Registration _____
 - Name of Husband _____
 - Date of Marriage _____
 - Place of Marriage _____
- Others _____

I declare under the penalty of perjury that the information stated herein are true and correct:

Signature: _____
Printed Name: _____
Date: _____
Contact No.: _____

Reviewed for completeness and veracity:

Division HR/AO
Date: _____

Please see reverse side for the documentary requirements.

REQUIREMENTS for Change in Personal Information

CHANGE OF FAMILY NAME/CIVIL STATUS

Marriage

- **MBHTE-BARMM REQUEST FORM** for Correction of Personal Information
- **CERTIFICATE OF MARRIAGE** in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA)
- **UPDATED PERSONAL DATA SHEET** (CS Form 212, Revised 2017) indicating the **UPDATED** Family Name and Civil Status
- Certified True Copy of **APPOINTMENT**

If subsequent marriage, attach either the **ORDER** or **RESOLUTION** or

- **CERTIFICATE OF DIVORCE** or **DEATH CERTIFICATE** in Security Paper (SECPA), as the case may be, that may prove the severance of the previous marriage

Reversion to Maiden Name

- **MBHTE-BARMM REQUEST FORM** for Correction of Personal Information
- **CERTIFICATE OF MARRIAGE** in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA)

- Certified True Copy of **ORDER/RESOLUTION** or **CERTIFICATE OF DIVORCE**, in case of separation; or **DEATH CERTIFICATE** in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA)
- **UPDATED PERSONAL DATA SHEET** (CS Form 212, Revised 2017) indicating the **UPDATED** Maiden Name and Civil Status
- Certified True Copy of **APPOINTMENT**