Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

MEMORANDUM TO:		Public Schools District Supervisors
		Elementary and Secondary School Heads
		Teaching and Non teaching Personnel
		Schools Division Office Personnel
FROM:	:	**SOCORRO V. DELA ROSA, CESO V**
		Schools Division Superintendent
SUBJECT	:	**CHANGE OF NAME/STATUS FOR MARRIED FEMALE EMPLOYEES**
DATE	:	**July 30, 2019**

In order to facilitate the processing of documents and to have an accurate data in this office, the following must be observed:

1.) Married female employees are advised to apply for change of name/status to the Schools Division Office Personnel Section.

2.) Submit four (4) photocopy of duly authenticated Certificate of Marriage either from Municipal Civil Registrar or Philippine Statistics Authority (PSA).

3.) For change of status in the Civil Service Commission, submit personally to their office the following requirements: a.) letter of intent addressed to the Acting Director II b.) one copy of updated Personal Data Sheet (Form 212) c.) one photocopy of Marriage Certificate (Civil Registrar or PSA) and bring the original Marriage Certificate for verification. Applicants should furnish the SDO one received copy of the letter of intent. Further, application for change of status at Philhealth office and Pag-Ibig, just visit their respective offices. Official time for one day will be given for these transactions.

4.) Those who have not change their status will not be given priority for promotion for reason that they may cause delay in the processing of appointment.

5.) While the SDO and the RPSU are processing the applications, applicants are advised to use the surname for single status until such time that the application has been approved.

6.) School heads/Administrative Officers should monitor their teaching and non-teaching personnel as regards their civil status and advise for immediate change of name/status if newly married.

7.) For your guidance and strict compliance.