

UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
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HRDO10003781

OFFICE OF THE CHANCELLOR

18 January 2017

MEMORANDUM NO CCDP – 2017 - 012

FOR : Deans/Directors/Head of Units
Attention: Administrative Officer/Designated Staff

FROM : *ad n.b. 6*
CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor *q*

SUBJECT : **Additional supporting documents now required for requests for change of Last Name of female GSIS members due to marriage.**

Relative to the email from Government Service Insurance System (GSIS) dated 15 November 2016, please be informed of the following supporting documents now required for the requests for change of last name of female GSIS members due to marriage to be attached to the accomplished Members Request Form (MRF).

Primary Document : Original scanned copy of the PSA Marriage Certificate bearing its office watermark.

Secondary documents (any two of the following documents showing the new last name of the female employee):

- a. Current Passport
- b. SSS Member's Record, Certified by the SSS
- c. Current driver's license
- d. PRC Card
- e. TIN Card
- f. Comelec or Voter's ID

Failure to comply with the above mentioned requirements shall be ground for denying the request for correction or change of last name of the female GSIS member.

Please be guided accordingly.