



**DON HONORIO VENTURA  
STATE UNIVERSITY**

**REQUEST FOR CHANGE IN  
EMPLOYEE DATA FORM**

**I. PERSONAL INFORMATION**

**Name of Personnel:**     
(Surname) (First Name) (Middle Name)

**Address:**  **Contact No.:**

**II. DATA CORRECTION/CHANGE/UPDATE**

<b>A. Correction of Name</b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
<input type="checkbox"/> Last Name	_____	_____
<input type="checkbox"/> First Name	_____	_____
<input type="checkbox"/> Middle Name	_____	_____
<input type="checkbox"/> Prefix (eg. "de", "dela", "Ma.", etc.)	_____	_____
<b>B. Correction of Date of Birth</b>	_____	_____
<b>C. Change of Civil Status</b>		
<input type="checkbox"/> Single to Married	_____	_____
<input type="checkbox"/> Married to Legally Separated	_____	_____
<input type="checkbox"/> Married to Widowed	_____	_____
<input type="checkbox"/> Reversion from Married to Single	_____	_____
<b>D. Updating of Contact Information</b>		
<input type="checkbox"/> Mobile Number	_____	_____
<input type="checkbox"/> Address	<b>FROM:</b> _____	
	<b>TO:</b> _____	

\_\_\_\_\_  
**Signature**

**Recommending Approval:**

**Debbie Ann Fatima N. Barrera, MPA**  
Supervising Administrative Officer

**Approved:**

**Enrique G. Baking, Ed. D.**  
SUC President III

**Note:**  
Please provide the necessary documents to support your request (e.g. original or authenticated copy of Birth Certificate and/or Marriage Certificate issued by the Philippine Statistics Authority).