



DIVISION MEMORANDUM
No. 287, s. 2018

To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Reversion to Maiden Name

Date: September 12, 2018

1. This is to inform the field of the process flow (*attached hereto*) to be followed for reversion of name, with consideration of the following guidelines.
2. Per Article 370 of the Civil Code of the Philippines, a married woman **may** use:
 - a. Her maiden first name and surname and add her husband's surname, or
 - b. Her maiden first name and her husband's surname or
 - c. Her husband's full name, but prefixing a word indicating that she is his wife, such as "Mrs"
3. Further, Section 372 of the New Civil Code provides that a woman can unilaterally resort to using or revert to using her maiden name without need to seek permission from any authority as it is but an option to exercise such right. The option to revert using maiden name does not require prior permission. In exercising the option to revert to the use of maiden name, all that is necessary for the concerned personnel is to inform, not seek authority, her office thereof and the Civil Service Commission (CSC). CSC shall recognize such option to use her maiden name.
4. For information, guidance and strict compliance.

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