**NOTICE OF CHANGED NAME**

*RPSU FORM 104, REVISED 2021*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| DIVISION CODE/NAME: |  |
| STATION CODE/NAME: |  |
| EMPLOYEE NUMBER: |  |
| EMPLOYEE NAME: |  |
| SIGNATURE: |  |

**OLD NAME:**

|  |  |  |
| --- | --- | --- |
| FIRST NAME | MIDDLE NAME | LAST NAME |
|  |  |  |

**NEW NAME:**

|  |  |  |
| --- | --- | --- |
| FIRST NAME | MIDDLE NAME | LAST NAME |
|  |  |  |

Please attach herewith the following supporting documents:

1. One certified photocopy of Marriage Certificate
2. BIR Taxpayer’s Record Update (BIR Form 1905)
3. Certificate of correction of name with Civil Service Resolution if the name that appears

in the Appointment does not match with other records.

1. Division Special Order/Court Decision for Change of Name and status from

marriage to single

1. GSIS Agency Remittance Advice (ARA) - Form E: Changes in Personal Data

Submitted by:

**MIGUELA S. LIGUTOM**

Division Administrative Officer V

Agency Authorized Officer