**3.5. Processing Petitions under Republic Act 9048 ( Correction of Clerical Errors )**

ABOUT THE SERVICE: Republic Act 9048 authorizes the Municipal Civil Registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

 An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in his/her record.

CLIENT GROUPS:

 A person of legal age who must have direct and personal interest in the correction of the error or in the change of first name in the civil register.

REQUIEMENTS:

 *For correction of clerical error ( mandatory requirement)*

* *Birth certificate on security paper*
* *With at least five of the supporting documents listed below*
* *Voter’s affidavit*
* *Employment record*
* *GSIS record*
* *SSS record*
* *Medical record*
* *Business record*
* *School record*
* *Driver’s license*
* *Insurance*
* *Civil registry records of ascendants*
* *Land titles*
* *Certificate of land transfer*
* *Bank passbook*
* *NBI/Police clearance*

 *For change of first name (Mandatory requirements)*

* *Birth certificate on security paper*
* *Police clearance*
* *NBI clearance*
* *Affidavit of non-employment or certificate of employment and other documentary evidences*
* *Affidavit of publication/newspaper clippings Publication-local newspaper for 2 consecutive weeks national newspaper (publication shall be done only once) for migrant petition*

 *Supporting documents*

* *Baptismal certificate*
* *School records*
* *Identification cards*
* *Special Power of Attorney (SPA) if the petitioner is not the owner of the document*

SERVICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

* Change of first name- P
* Correction of clerical error- P

TOTAL PROCESSING TIME: 20 days

PROCESS OF AVAILING THE SERVICE:

 *For correction of clerical error*

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| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Secure checklist of documents at the MCR office
 | Provides checklistBriefs client about the service | 30 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Submit all the necessary documents and provide relevant information during the interview | Reviews document and undertakes interview | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 3. Pay the corresponding fees at the MTO  | Issues official receipt | 5 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 4. Return to the MCR and submit the Official Receipt | Informs client on the date of release in conformity with the ten-day posting period and five days for the decision | After 20 days | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 5. Return to the MCR on scheduled date and claim the approved petition MCR level. Sign logbook  | Prepares the approved petition for mailing | 30 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 6. Mail the approved petition to the Office of the Civil Registrar General and keep the receipt of the forwarder/courier together with the duplicate copy of the mailed documents |  | After 2-3 months | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 7. Follow-up results at the Civil Registrar’s Office after two to three months for the issuance of Certificate of Finality.7a. If the petition is affirmed by the Civil Registrar General, mail to the Office of the Civil Registrar general the certificate of finality, record sheet and annotated certificate of live birth together with the endorsement letter7b. If the petition is impugned, file through the CCR’s Office within 15 days from receipt of the impugned petition a motion for reconsideration to OCRG and wait for the approval of the impugned petition | Informs the civil registrar of the decision of the Civil Registrar GeneralIssues certificate of finality, record sheet and annotated certificate of live birth and endorsement letterReceives motion for reconsideration and transmits to the OCRG | 45 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 8. Follow-up at NSO-Manila the request for annotated certificate of Live birth on security paper three days after mailing and present certified copy of the certificate of finality, record sheet and annotated certificate of live birth together with the endorsement letter and the receipt of the mail |  |  | Civil Registrar General |

 *Change of First Name*

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| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Secure checklist of documents at the MCR Office. Wait for instructions
 | Provides checklist. Conducts briefing about the service  | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Submit all the required documents and provide necessary information during the interview  | Receives and reviews documents and undertakes interview | 30 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 3. Pay the corresponding fees at the Municipal Treasurer’s Office | Issues official receipt | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMeludy Capellan |
| 4. Return to the MCR Office and secure endorsement/ notice for publication. Present the official receipt and entrust all documents for preparation and approval of the petition | Prepares the petition | 5 minutes |   Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 5. After the termination of the 2-week publication period, submit to the MCR Office the certificate of publication and secure the approved petition. Sign the logbook  | Prepares the approved petition for mailing | 10 minutes  | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 6. Mail the approved petition to the Office of Civil Registrar General and keep the receipt of forwarder together with the duplicate copy of the mailed documents |  | 30 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 7. Follow-up the approval of the petition results at the Municipal Civil Registrar’s Office after two – three months. | Informs the client of the decision of the Civil Registrar General | After 2-3 months | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 8. If the petition is affirmed, mail again to the National Statistics Office (Sta. Mesa, Manila and Quezon City) the certificate of finality, record sheet and annotated certificate of live birth together with the endorsement letter8a. If the petition is impugned, file through the MCR a motion for reconsideration within fifteen days from the receipt of the impugned petition and wait for the reconsideration and approval of the impugned petition | Issues the certificate of finality, record sheet and annotated certificate of live birth and endorsement letterReceives the motion for reconsideration and transmit to the Office of the Civil registrar General | 30 minutes- 1 hourWithin 15 days from receipt of impugned petition | Roy L. DilaoRosalina MoranAntonino L. Gimpaya Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 9. Request authenticated certificate of live birth on security paper after three days from the date of mailing at NSO in Quezon City. Present copy of the certificate of finality, record sheet and annotated certificate of live birth together with the receipt of the courier/forwarder |  |  | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |