

7. CORRECTION OF CLERICAL ERROR/CHANGE OF FIRST NAME pursuant to RA 9048 AND CORRECTION OF GENDER, BIRTH DATE AND BIRTH MONTH pursuant to RA 10172

As mandated by RA 9048 and RA 10172, wrong spelling in the civil documents can be corrected without judicial orders by the Civil Registrar as well as change of name, correction of gender, birth month and birth date.

Office or Division:	City Civil Registry Department
Classification:	Simple transaction subject to requirement of posting/publication
Type of Transaction:	Government to Citizen
Who may avail:	General Public (must be personal or his duly authorized representative)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>PSA copy of document to be corrected</p> <p>For all correction of entry:</p> <ul style="list-style-type: none"> • NBI Clearance • Police Clearance • Certificate of Employment/Affidavit of Non-Employment & any other (3) Documents below. <p>For Correction of Error (At least three (3) of the below documents):</p> <ul style="list-style-type: none"> • Certificate of Baptism • School Records (Diploma/Transcript of Records etc) • Birth Certificate • Marriage Contract (NSO) • Passport • Affidavit of Discrepancy • Voter's Affidavit (cert.true copy) • Any valid I. D. • Special Power of Attorney (if representative) • Community Tax Certificate (Petitioner) • Proof of Citizenship <p>re: RA 10172 (Gender, Birth date and Birth month):</p> <ul style="list-style-type: none"> • Certificate of Baptism • NBI Clearance • Police Clearance • Certificate of Employment / Affidavit of Non-Employment • School Records (Form 137 – elementary) • Authenticated Birth Certificate • Authenticated Marriage Certificate (if married) • Voter's affidavit (certified true copy) • Any valid ID • Community Tax Certificate • For correction of entry on Gender, Medical Certificate (from SJC medical officer) • Ultrasound report 	<p>Philippine Statistics Authority National Bureau of Investigation Philippine National Police</p> <p>Philippine Statistics Authority Philippine Statistics Authority</p> <p>Department of Foreign Affairs</p> <p>COMELEC</p> <p>Barangay (place of residence)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request & presentation of requirements.	1.1 Review of the submitted requirements Issuance of Order of payment 1.2 Requirements are photocopied to form part of the petition.		3 mins.	Person In-Charge for Petitions (Adm. Aide IV)
2. Payment of fees.	2. Receive payment and issuance of receipt	P3000.00 Correction of First Name fee P1000.00 Correction Fee (Add'l P500 for migrant)	4 mins.	Adm. Aide IV and LTOO II (Treasury Office)
3. Presentation of OR	3. Preparation of petition.		5 mins.	Adm. Aide IV
4. Review of the petition as to its accuracy. Petition is notarized and briefed that it is subject to ten (10) days posting before submission to PSA for their review and approval that usually takes 2 to 3 months.	4. Petition is subject to 10 day posting before submission to PSA for review and approval.		10 day posting	Adm. Aide IV
	5.1 CCR affix signature on petition and requirements submitted after posting for 10 working days. 5.2 Petitions are forwarded to PSA Legal Office and waits for 2 months for affirmation of the petition.		3 mins. (2 to 3 months) Await action of PSA	City Civil Registrar Adm. Aide IV and III

END OF TRANSACTION

(Total Processing Time: 15 minutes, subject to 10 day posting, subject to 2 to 3 months for PSA affirmation on the petition)