

79. CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR***DESCRIPTION OF THE SERVICE :***

The City Civil Registrar is authorized under Republic Act No. 9048 to correct a clerical or typographical error in a civil register entry.

REQUIREMENTS :

1. NSO issued Birth, Death and Marriage Certificate
2. Baptismal Certificate
3. Voter certification
4. Employment Records
5. School Records
6. Valid IDs (SSS/GSIS, TIN, Driver's Lic., Passport, ect)

FEE:

- * P 1,000.00 - Correction of Entry
- * P100.00 - Endorsement to NSO

PROCEDURE :

| STEPS | PROCESSING/ RESPONSE TIME | PERSON- IN- CHARGE |
|---|--------------------------------------|--|
| 1. Receives requirements for evaluation | 5 minutes | * Birth CLARISSA MAGTIBAY <i>Registry Officer II</i> * Death & Marriage VANESSA RECTO <i>Administrative Aide IV</i> |
| 2. Pays the corresponding amount at the CTO | | Client |

| STEPS | PROCESSING/ RESPONSE TIME | PERSON - IN- CHARGE |
|--|------------------------------|--|
| 3. Prepares petition form for signature of the petitioner | 20 minutes | * Birth CLARISSA MAGTIBAY <i>Registry Office r II</i> * Death & Marriage VANESSA RECTO <i>Admin. Aide IV</i> |
| 4. Posting period apply | 10 days | |
| 5. Issues Certificate of Posting | 5 minutes | * Birth CLARISSA MAGTIBAY <i>Registry Office r II</i> * Death & Marriage VANESSA RECTO <i>Admin. Aide IV</i> |
| 6. Decides on the petition | Within 5 working days | MICHAEL COCHRAN <i>City Civil Registrar</i> |
| 7. Transmits the petition form at the National Statistics Office— Office of the Civil Registrar General (NSO-OCRG) for affirmation | 30 minutes | * Birth CLARISSA MAGTIBAY <i>Registry Office r II</i> * Death & Marriage VANESSA RECTO <i>Administrative Aide IV</i> |
| 8. Prepares Certificate of Finality for (Civil Registrar General) CRG's affirmed decision and Motion for Consideration for denied decision | 5 minutes | |
| 9. Annotates original file of Birth, Death and Marriage certificate | 10 minutes | |