



3. Application for Correction of Clerical Error under RA 10172 (change of Sex/ Day and or Month of Birth)

An Act Authorizing the City or Municipal Civil Registrar or the Consul General to correct a clerical error or typographical error in the day and on month in the date of birth or sex of a person appearing in the civil register without need of a judicial order, amending for this purpose RA 9048.

Office or Division	Office of the Municipal Civil Registrar	
Classification	Highly Technical	
Type of Transaction	G2C-Government to Citizen	
Who may avail	All party concerned	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Certificate of Live Birth to be corrected-LCRO & PSA copy - (3) photocopies	Client
	Earliest School Record (Elementary Form No. 137) - (3) photocopies	Client
	Medical Record, if applicable - (3) photocopies	Client
	Affidavit of No Medical Record, if not applicable - (1) original, (2) photocopies	Client
	Baptismal Certificate - (3) photocopies	Client
	Employment Clearance or Certification, if employed - (3) original	Client
	Affidavit of Non-employment, if not employed - (1) original, (2) photocopies	Client
	Police Clearance - (1) original, (2) photocopies	Client
	NBI Clearance - (1) original, (2) photocopies	Client
	Medical Certification from Government Physician of birthplace (only for change of sex) - (1) original, (2) photocopies	Client



Newspaper Publication:				
Affidavit of Publication - (3) original copies		Client		
Newspaper Clippings (two (2) issues) - (1) original copy		Client		
Official Receipt		Municipal Treasurer's Office (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all requirements at the receiving area	1. Receive, verify and review all the required evidences	None	5 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	1.1 Check for the completeness of all attached requirements that supports the Change of sex and Day and or Month of Birth and record to assign a petition number	None	5 Minutes	
	1.2. Issue the order of payment for the issuance of Petition fee	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	PHP 3,000.00		Revenue Collection Clerk II Office of the Municipal Treasurer
	2.1. Prepare and encode the Petition for Change of Sex and Day to the computer operated format	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	2.2. Issue a Notice of Publication	None	5 Minutes	



	2.3. Posting of 10 days (issued after a day of filing and end with a working day)	None	10 Days	
	2.4. Issue a Notice of Posting (issued (1) day after filing)	None	5 Minutes	
	2.5. Issue a Certificate of Posting (issued (1) day after Notice of Posting)	None	5 Minutes	
	2.6. Issue MCR's decision (issued (1) day after Certificate of Posting)	None	5 Minutes	
3. Receive transmittal and mailing receipt	3. Indorse the Petition to PSA, Legal Service, Quezon City (endorsement is done for the next day after the issuance of MCR's decision thru JRS Airmail 1 pounder w/ pre-paid return mail)	None	10 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
	TOTAL:	PHP 3,000.00	10 Days 55 Minutes	