



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES





8. APPLICATION FOR CORRECTION OF GENDER & DATE OF BIRTH(MONTH & DATE ONLY)

-RA 10172 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in an entry on gender and date of birth(month & date only) in the civil registrar without need of a judicial order. It is aimed to an expeditious and cheaper way of correcting errors found in the civil registry documents.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. PSA of the Birth Certificate</div> <div>2. Any (3) of the following</div> <div>a) Baptismal certificate</div> <div>b) Voter’s registration record</div> <div>c) Employment record</div> <div>d) GSIS/SSS record</div> <div>e) Marriage certificate</div> <div>3. Medical certification issued by MHO</div> <div>4. Earliest School Record</div> <div>5. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case</div> <div>6. NBI clearance</div> <div>7. Police clearance</div> <div>8. CTC (Petitioner)</div> <div>9. Proof of publication</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & present all the necessary documents	Interview, & check the documents as to the completeness & consistency		10 mins.	Phoebe
	Verify records on file			
2. Wait while the document is being processed	Prepare the Petition		20 mins.	
3. Publication				
4. Present Affidavit of publication & clippings	Advice client to pay @ MTO: Filing fee LCR subscription fee Endorsement fee Mailing for affirmation	3,000 100 100 105	10 mins.	MTO Personnel JRS, LBC, J&T

Present O.R.	Mailing for issuance of secpa	105	10 days	MTO PSA
	BREQS service fee	200		
	PSA for SECPA	155		
	Inform client for the posting period & endorsement be done after posting		7 mos.	
	Advice client to make follow up for the SECPA			
TOTAL:		None	7 mos., 10 days &40 mins.	

NOTE: Waiting time may vary depending to the action by the PSA.