

## **MUNICIPALITY OF TUBIGON**

## CITIZEN'S CHARTER





## MUNICIPAL CIVIL REGISTRAR'S OFFICE

**ADMINISTRATIVE SERVICES** 



## 9. MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) & CHANGE OF FIRST NAME(CFN)

-Correction of Clerical Error and Change of First Name maybe avail for birth, marriage and death certificate registered outside Tubigon

Office on Division	LOCAL ON AL DECICEDAD		
Office or Division: Classification:	LOCAL CIVIL REGISTRAR HIGHLY TECHNICAL		
Type of	G2C – Government to public cl	ients	
Transaction:	O20 Government to public of		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SEC	URE
CHANGE OF FIRST NA		W. I.E. (2 ) 0 0 2 0	J. (
1. PSA copy of birth/m			
2. Any (3) of the following:			
a) Baptismal Certificate e) Medical record			
b) Voter's affidavit	f) Business record		
c) Employment record g) Marriage certificate			
d) GSIS/SSS record	i) School record		
Of unemployment w	tion w/ no pending case or Affidavit		
4. NBI clearance	with no pending case		
5. Police clearance			
6. CTC (Petitioner)			
7. Proof of publication			
8. SPA/Authorization I	etter if authorized representative		
9. ID's of the person w	ho give authority and the		
authorized person			
CORRECTION OF CLER	1041 50000 (005)		
CORRECTION OF CLER			
<ol> <li>PSA copy of birth/marriage/death</li> <li>Any (3) of the following:</li> </ol>			
a) Baptismal certific	_	LCR	
	on record g) Medical record		
c) Employment reco			
d) GSIS/SSS record	i) School record		
e) Marriage certifica			
f) Passport	k) NBI clearance		
۸ ما مانانات می است میناست می م			
corrected;	s if middle or last name to be		
·	f the mother/father		
b) Birth certificate o	·		
	ate of the parents		
	·		
Fees: Migrant petition	n fee – CFN 1,000		
	005 500		
	CCE 500		
Mailing			
wamiy			
CLIENTS	AGENCY ACTION	FEES PROCESSING	PERSON

SEPTIFF OF FEITHER
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CONDED 13
ON THE BOOK OF THE

		TO BE PAID	TIME	RESPONSIBLE
1. Approach employee in charge & present all the documents	Review & evaluate the documents		10 minutes	Phoebe \( \bigcup \)
Wait while the document is being reviewed	Advice client to pay :  Migrant petition – CFN - CCE  Mailing	1,000 500 105		MTO JRS/LBC/J&T
	Prepare the documents for his/her signature		20 mins.	
2. Publication for CFN				
3. For CCE	Inform client of the posting period		10 days	Phoebe
Client present the O.R.	Endorsement follow after posting Advice client to wait for our txt msge or make follow up		2 days	
	TOTAL:		12 days & 30 minutes	

NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar Waiting period depends on the action of the concerned MCR