

5. Processing of Documents under Memorandum Circular 2010-04

Correction of entries involving errors the geographic, statistical portion and/ or registry number in a civil registry document that cannot be corrected by judicial means or RA 9048 are processed at the CRMD.

Office or Division:	Civil Register Management Division			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	All clients of legal age (18 yrs. old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from the Local Civil Registry Office		Local Civil Registry Office (LCRO) of the place of the vital event		
2. Letter of request for correction pursuant to OCRG Memorandum Circular 2010-04 from the clients or Local Civil Registry Office				
3. Certified photocopy of Annotated Civil Registry Documents				
4. Certified photocopy of Un-annotated Civil Registry documents				
5. Certified photocopy of the registry book				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT RECEIPT AND CONTROL UNIT AND LOCAL CIVIL REGISTRARS COORDINATING UNIT				
1. Local Civil Registry Office endorse Civil Registry documents with annotation under MC 2010-4 to the PSA central office through courier and LCRCU	1. Receipt and control of Civil Registry documents with annotation under MC 2010-4 to the PSA central office through courier and LCRCU	None	1 hour per batch of 75 documents.	<i>Unisys Associate and Contract of Service Worker,</i> Document Receipt and Control Unit (DRCU) 3 rd Floor CRS Building <i>Supervisor</i> Registration Officer III DRCU

				<p>3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	2. Encode in RCC and print transmittal	None	1 hour per batch of 75 documents.	<p><i>Unisys Associate,</i> Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</p>
	3. Sign CRDs with remarks under MC 2010-04	None	1 hour per batch of 120 CRDs.	<p><i>Supervisor</i> Registration Officer III DRCU 3rd Floor CRS Building</p>
	4. Transmit the documents with transmittal to Production and Maintenance Unit (PMU) for processing (<i>refer to Page 11 of PMU Process</i>)	None	20 minutes	<p><i>Unisys Associate,</i> Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</p> <p><i>Supervisor</i> Registration Officer III DRCU 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
PRODUCTION AND MAINTENANCE UNIT				
	5. Evaluation of the receipt CRDs with MC 2010-04 annotation 5.1 <i>If passed, refer to Page 11 of PMU Process</i>	None		<p><i>Registration Office III and</i> <i>Registration Officer II,</i> Production and Maintenance Unit (PMU)</p>

	<p>5.2 <i>If failed, draft communication letter to the concerned C/MCR</i></p>			<p>6th Floor CRS Building Chief, CRMD 7th Floor CRS Building</p>
<p>TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS</p>				