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### Memorandum

For **All Local Civil Registrars**  
Subject **Correction of Clerical Errors**

From   
**CARMELITA N. FRICTA**  
Civil Registrar General

It has come to the attention of this office that there is confusion among some LCRs regarding the applicability of RA 9048, particularly in cases where only the OCRG file contains the alleged wrong entry.

Particular mention is made on the use of the opinion rendered by Dir. Estaniel and misused by some LCRs to suggest that RA 9048 need not be resorted to in cases where only the OCRG copy is to be corrected. In particular, some LCRs cite a portion of the opinion as such: "if the LCRO copy is correct, there is no need to issue an annotated birth certificate as there is nothing to correct...".

For information, the highlighted sentence above should be taken in the context it was rendered. In the case upon which the opinion was offered, the petitioner already underwent the process of RA 9048 to correct the entry at the OCRG. The CCR wanted to know how to effect the affirmed decision. Proceeding from this fact, the full statement reads as follows, "However, if the LCRO copy is correct, there is no need to issue an annotated birth certificate as there is nothing to correct. The OCRG should be informed that there is nothing to correct at the LCRO level, but that of the OCRG file only." The advice given is entirely consistent with the procedures and intent of RA 9048.

To reiterate, in any case of typographical errors, whether the error is alleged to be in the document at the OCRG or at the LCRO, the document has to undergo the process of RA 9048 for any correction to take place. Thereafter, the rules found in Chapter 5, Section 15, RA 9048 Manual will govern.

In particular, three cases will apply.

Case 1. Both LCRO and OCRG documents have wrong entries. A petition for correction should be filed under RA 9048 at the LCRO. Both the OCRG and LCRO copy will bear the annotations when an interested party requests for a copy.


Case 2. In case the LCRO file has the wrong entry, a petition for correction should be filed under RA 9048 at the LCRO. When an interested party requests for a copy, the LCRO document shall contain the proper annotation. The NSO copy will not bear any annotation.

Case 3. The OCRG file has the wrong entry a petition for correction should be filed under RA 9048 at the LCRO. The OCRG document will bear the proper annotations. LCRO file has no annotations.

In Case 3, when issuing the Certificate of Finality, the LCR must indicate that the OCRG file is to be corrected. While no annotated certificate is required, it is helpful that the Certificate be accompanied by the proper Form 1A containing the remarks: "OCRG copy to be corrected as \_\_\_\_". LCRs are reminded that they should not endorse their copy to the OCRG. Appropriate action will be taken by the OCRG only upon proper receipt of such Certificate.

These same rules apply in cases of reconstructed documents from the OCRG file.

Even as the entire NSO is made available to assist the public and the LCRs, protocol requires that all communications be addressed to the Civil Registrar General. LCRs are encouraged to first conduct a thorough and objective research on the facts of the case upon which the opinion was rendered in order to obtain the best possible picture of the decision rendered.

 For your information and guidance.