

**MEMORANDUM CIRCULAR NO. 2010-04**

**TO :** All City/Municipal Civil Registrars/Officers-in-Charge  
All Consuls/Consul-General  
All Shari'a Circuit Registrars

**FROM:** CARMELITA N. ERICTA  
Administrator and Civil Registrar General

**SUBJECT:** Guidelines in the Correction of Entries in the Geographic Statistical Portion  
and/or Registry Documents

**Date:** October 20, 2010

Memorandum Circular No. 2007-007 entitled: "Entries that Cannot be Corrected by Judicial Means or by R.A. 9048", enumerates the entries that are exempt from judicial means or R.A. 9058 which are geographic and statistical portion and/or registry numbers. The said memorandum circular, however, did not mention how these entries should be corrected.

To have a uniform procedure on how to make the corrections of the hereinabove entries, the following guidelines shall be followed:

1. The owner of the document or his/her representative shall make a written request for the correction of the wrong entry in the geographical portion , statistical portion and/or registry number with the civil registry office where the vital event is registered.
2. Out-of-town filing of these corrections shall be allowed in cases where the applicant/document owner is not a resident of the place of his/her place of birth.
3. The owner of the document of his/her representative shall submit supporting documents that will show information of the vital event;
4. The civil registrar shall determine the wrong entry in the geographic portion, statistical portion and/or registry number of the civil registry document.
5. Upon evaluation, if the civil registrar is convinced and that the wrong entry is duly supported by evidence, he/she shall correct the civil registry document by placing the following annotation in the remarks portion.

**For Geographical Entries**

"The entry in the item on Geographical Identification in the \_\_\_\_\_ of  
\_\_\_\_\_ is hereby corrected from \_\_\_\_\_ to \_\_\_\_\_  
pursuant to OCRG Memorandum Circular No. \_\_\_\_\_

**For Statistical Portion**

“The entry in the \_\_\_\_\_ of \_\_\_\_\_ is hereby corrected form  
\_\_\_\_\_ to \_\_\_\_\_ pursuant to OCRG Memorandum Circular No.  
\_\_\_\_\_.

6. The annotated civil registry document shall be indorsed to the OCRG.
7. The effect of this Memorandum Circular shall likewise be indicated in “Remarks” column of the registry book;
8. If a certified transcription (MF 1A, 2A and 3A) is to be issued to the client or to the OCRG the same annotation shall be indicated on the said transcription.

This memorandum circular applies to all civil registry documents.

Please be guided accordingly.