



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Ref. No. 20CRS02-06-1061

MEMORANDUM CIRCULAR NO. 2020-11

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS (C/MCRs)

SUBJECT : Rules Pertaining to the Standard Annotation that shall be entered on Affected Civil Registry Documents through Republic Act 9048, and Republic Act 10172 Petitions

DATE : 29 June 2020

Under Section 15 (Annotation of the Affected Documents) of the Manual of Instructions of Republic Act No. 9048 (RA 9048), as amended by Republic Act No. 10172 (RA 10172), whenever a petition for correction of clerical error or petition for change of first name is approved by the City/Municipal Civil Registrar (C/MCR), and such approval was not impugned by the Civil Registrar General (CRG), the concerned C/MCR shall annotate the affected certificate and the corresponding page of the registry book. In making the annotation, the following facts should be **clearly stated**:

1. The approved correction or change of first name;
2. Petition number;
3. Date when the petition was approved by the C/MCR; and
4. Date when the petition was affirmed by the CRG.

The following standard annotations are adopted in the preparation of the annotated civil registry documents as prescribed in the Manual Processing of Annotated Civil Registry Documents (2012) for Republic Act No. 9048 affirmed decisions, and under Memorandum Circular 2013-1 pursuant to Republic Act No. 10172 affirmed decisions:



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

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Thus, the annotation entered by the C/MCR on the affected civil registry document shall be the same with the one entered by the CRG, through the Philippine Statistics Authority (PSA) Legal Service. However, there are instances when the annotation/s made by the C/MCR is/are different from the affirmed decision of the Civil Registrar General (CRG). In this case, the CRG Affirmed Decision shall prevail, and be reflected in the PSA copy of the civil registry document through annotations.

For your information and strict compliance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/MBG/RDF

Type of Document	Standard Annotations
1. For Change of First Name (RA 9048)	<p><i>"Pursuant to the decision rendered by C/MCR <Name of the C/MCR who approved the petition> dated <date when the petition was approved by the C/MCR> and affirmed by CRG under OCRG no. <OCRG Number generated by OCRG>, the child's first name is hereby changed from <Name to be changed> to <new name>."</i></p>
2. For Correction of Clerical Error (RA 9048)	<p><i>"Pursuant to the decision rendered by C/MCR <Name of the C/MCR who approved the petition> dated <date when the petition was approved by the C/MCR> and affirmed by CRG under OCRG no. <OCRG Number generated by OCRG>the <Item to be corrected> is hereby corrected from <original entry of the item to be corrected>to<corrected entry>.</i></p> <p>For multiple items to be corrected, the additional items shall be appended on the above annotation.</p>
3. For correction of day and month in the date of birth (RA 10172)	<p><i>Pursuant to the decision rendered by C/MCR <Name of the C/MCR who approved the petition> dated <date when the petition was approved by the C/MCR> and affirmed by CRG under OCRG no.<OCRG Number generated by OCRG>, the child's date of birth is hereby corrected from<date to be corrected>" to "<correct date>" pursuant to R.A. No. 10172.</i></p>
4. For correction of sex	<p><i>Pursuant to the decision rendered by C/MCR <Name of the C/MCR who approved the petition> dated <date when the petition was approved by the C/MCR> and affirmed by CRG under OCRG no.<OCRG Number generated by OCRG>, the child's sex is hereby corrected from <sex to be corrected>" to "<correct sex>" pursuant to R.A. No. 10172.</i></p>