8. Issuance of Regular Annotation Requests: Copy issuance of Birth, Marriage, or Death Affecting RA 9048 and/or RA 10172 at PSA CRS Outlets

Republic Act No. 9048 is an act authorizing the City or Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and or change of first name or nickname in the civil register without need of a judicial order. This law amended Article 376 of the Civil Code of the Philippines.

Republic Act No. 10172 is another act which further authorizes the City or Municipal Civil Registrar or the Consul General to correct clerical or typographical errors in the DAY and MONTH in the DATE of BIRTH or SEX of a person appearing in the Civil Register without need of a judicial order, amending RA 9048.

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 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved petition with the C/MCR decision (one photocopy certified by the concerned LCRO) · Correction of Clerical Error [CCE] · Change of first name [CFN]	Local Civil Registry Office (LCRO) of the place of birth
2. Certificate of Finality (one photocopy certified by the concerned LCRO)	
3. Action taken by the Civil Registrar General (CRG) (one photocopy certified by the concerned LCRO)	
4. Un-annotated Certificate of Live Birth (one photocopy certified by the concerned LCRO)	
5. Annotated Certificate of Live Birth effecting RA 9048/RA10172(one photocopy certified by the concerned LCRO)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

DOCUMENT RECEIPT AND CONTROL UNIT, DOCUMENT PROCESSING UNIT, LOCAL CIVIL REGISTRARS COORDINATING UNIT, AND CRS OUTLETS

1. The regular annotation requests for RA9048/RA10172 are received through: Courier. Monthly Submission. LCRCU; and CRS Outlets	1. Receipt and control of documents. 1.1. Check the document/parcel vs. transmittal. *1.1.1. If the* document / parcel *is not among the list in the transmittal, inform the Central Outlet / LCRCU.* *1.1.2. If the document/s are among the list in the transmittal, proceed to 2.*	None	1 hour per batch of 75 documents.	*Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU) 3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Chief, CRMD 7th Floor CRS Building*
	2. Encode document through RCC and printing of transmittal.	None	1 hour per batch of 75 documents.	*Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU) 3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Chief, CRMD 7th Floor CRS Building*
	3. Create VEI Record	None	1 hour per batch of 30 documents	*Unisys Associate Document Receipt and Control Unit (DRCU)*

	3.1. Search VEI record, if positive proceed to step 4. *3.2. If Negative, create VEI record*		1 hour per batch of 29 documents	*3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Chief, CRMD* *7th Floor CRS Building*
	4. Create Transaction for RA 9048 / RA10172 and Supplemental Report Regular Annotation Requests	None	1 hour per batch of 42 documents	*Unisys Associate Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Chief, CRMD* *7th Floor CRS Building*
	5. Transmit the documents to RA9048/ RA10172 and Supplemental Report Unit	None	5 minutes per batch of 32 documents	*Unisys Associate, Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Chief, CRMD* *7th Floor CRS Building*

RA9048, RA10172 AND SUPPLEMENTAL REPORT UNIT

	6. Receipt and Control of documents from DRCU *6.1.* Check the transmitted documents vs. transmittal. *6.1.1. If the document is not among the list in the transmittal, return to DRCU* *6.1.2. If the document is among the list in the transmittal, proceed to 6.*	None.	10 minutes per batch of 10 AFs	*Uncon/MV Controller* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	7. Printing and Sorting of AFs	None	3 minutes per batch of 10 AFs	*Uncon/MV Controller* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	8. Match AFs with its supporting documents.	None	5 minutes per batch of 10 AFs	*Unisys Associate,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City

			Supervisor RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	9. Verify the specimen signature of the authorized LCRO signatory in the database *9.1. If documents passed specimen signature verification, stamp "Verified by" and date of verification and affix initial/signature on each page of the documents* *9.2. If document did not pass verification, attach the blue stub and indicate the feedback*	None	30 minutes per batch of 10 documents.	*Specimen Signature Verifier* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	10. Conduct initial screening and attach evaluation form to the supporting documents. *10.1. If the document passed the screening processes, route*	None	1 hour per batch of 10 documents.	*Screener,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD,

	to Annotation Archives/Unit. *10.2. If the document failed the screening, indicate the finding in the evaluation form and issue feedback.* *10.3. If the document is found annotated, logged out as "positive".*			CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	11. Preparation and Tagging of Feedback Form	None		*Feedback Clerk,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	12. Sending of Feedback	None		*Administrative Assistant II,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor*

				RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
				Chief, CRMD*,* CRS Building, Quezon City
ANNOTATION UNIT				
	13. Receipt and control of application forms (AFs) and supporting documents from RA9048/RA10172 and Supplemental Report Unit *13.1. Check the AFs of transmitted documents vs. list of documents in the transmittal.* 13.1.1. *If the AF is not among the list in the transmittal, return to RA9048/RA10172 and Supplemental Report Unit* 13.1.2. *If the AF is among the list in the transmittal, proceed to the next step.* *13.2. Scan "In" the AFs through the Uncon/MV Processing*	None	10 minutes per batch of 10 AFs	*Uncon/MV Controller* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

		None	5 minutes	Team Lead

	13.3. Forward the documents to the Team Lead for distribution to the Annotators.			
	14. Distribute Application Forms and the supporting documents to the Annotator for processing.	None	5 minutes	Team Lead Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	15. Annotation of COLB in the CRS database *15.1. Countercheck the completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.* *15.1.1. If the record passed verification, annotate the image in the CRS database* *15.1.2. If the record does not pass the verification, issue a feedback.* *15.1.3. If the document is*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City

	already found annotated for RA908/RA10172, return to RA9048/ RA10172 and Supplemental Unit for logging out in the system.			
	16. Approval of Annotation *16.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation.* *16.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS)* *16.1.2. If failed, disapprove the annotation and prepare feedback*	None Note: Once the document has been approved, copy issuance is available in all CRS Outlets.	1 hour per 10 annotated documents approved	*Approver* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	17. Return all the approved/ disapproved documents to RA9048/ RA10172 and Supplemental Report Unit for Document Preparation	None		*Uncon/MV Controller,* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

The following documents subject for annotations depending on the results of evaluation will be routed to the following:

·   Negative Record in the PSA database or for clear copy

Unit/Archives	Coverage	Remarks
Document Processing Unit-	Current Year (ex. 2023)	Refer to Page 9 for the detailed process
Birth/Death/Marriage Archives	Past 2 Year (2021-2022)	Refer to Page 9 for the detailed process
Microfilm Unit	1945-1994	Refer to Page 7 for the detailed process
Central Archives	1945-2022	Refer to Page 10 for the detailed process

For BReN-linking/BReN-unlinking and Cancellation of an Erroneous Annotations in the Database- AFs are routed to PMU, refer to Page 252 for ECF process and page 259 for Bren-linking/unlinking on the detailed process.

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS Assuming all other CRS Outlet are ITP2 (15 WORKING DAYS for Regions implementing Decentralized Annotations)