

### 3. Review of Petitions Under R.A. Nos. 9048/10172

The Legal Service is tasked to review Petitions for Correction of Clerical Errors filed under R.A. Nos. 9048 and 10172.

#### A. Petitions filed under RA 9048/10172

<b>Office or Division:</b>	Legal Service			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Citizen (G2C)			
<b>Who may avail:</b>	Public- Those who filed petitions under RA 9048/RA 10172			
<b>Requirements</b>	Petition Filed with the Local Registrar			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Local Civil Registrar/Record Section (GSD) transmit the RA 9048/RA 10172 petitions to the Legal Service	1.1. Screens the form and completeness of the petition for correction and its supporting document/s	None	1 day	Legal Service (Controller RA Unit)
	1.2. Encoding and drafting of the decision to the Petition filed	None	2 days	Legal Service (Encoder and Drafter RA Unit)
	1.3. Renders final review of the petition and evaluation of supporting documents and recommends to the National Statistician and Civil Registrar General for Action	None	3 days	Legal Service (Final Reviewer RA Unit)
	1.4. Affirms or Impugns the Petition	None	1 day	Official of the National Statistician

	1.5. Certifies the petitions and signs the Action Taken	None	1 day	Official of the National Statistician
	1.6. Preparation of the transmittal for the decisions to the petition	None	1 day	Legal Service (Administrative Assitant RA Unit)
	1.7. Legal Service Transmit RA 9048/10172 Petitions to the concerned Local Civil Registrar thru the accredited courier	None	1 day	Legal Service (Mailer RA Unit)
<b>Total</b>		<b>None</b>	<b>10 Days</b>	