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**OFFICE OF THE CIVIL REGISTRAR GENERAL  
MEMORANDUM CIRCULAR NO. 04-08**

**TO** : All Local Civil Registrars

**FROM** :   
CARMELITA N. ERICTA  
Civil Registrar General 32

**SUBJECT** : Clarification for Case 3, Section 9 of the Manual of Instructions  
for Republic Act 9048 and its Implementing Rules  
and Regulations

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This is to clarify Case 3, Section 9 of page 61 of the Manual of Instructions for Republic Act 9048 and its Implementing Rules and Regulations (IRR).

Case 3 reads as:

*Change of first name shall be availed of only once subject to Rule 12. Under Rule 12, the decision granting change of first name in the birth certificate, upon becoming final and executory, shall be sufficient to be used as the basis in changing the first name of the same person in his affected records.*

Example:

*His registered first name is Luistio, a name that appears in his birth certificate, his marriage certificate and the birth certificates of his 2 children. However, since childhood, he was known in his barangay as Luis. In fact, that first name appears in his business license to operate a gasoline station, in his driver's license, and his voter's affidavit. He then filed a petition to change his first name from Luisito to Luis. His petition was granted. Inasmuch as the first name Luisito still appears in his marriage certificate and the birth certificates of his 2 children, does he need to file again several petitions to change his first name in these affected records? The answer is no. Rule 12 expressly provides that in case there are other civil registry records of the same person which are affected by such change, the decision of approving the*

change of first name in the birth certificate, upon becoming final and executory, shall be sufficient to be used as basis in changing the first name of the same person in his affected records without need for filing a similar petition. In such a case, the successful petitioner shall file a request in writing with the concerned C/MCR, CG or D/CR to make such marginal annotation in the marriage certificate, attaching thereto a copy of the decision. **In the case of the birth certificates of his two (2) children, each of them, if already of age, may file the request in writing for the marginal annotation in their respective birth certificate. If still minor, Luis or his spouse may file the request in writing with the concerned C/MCR or CG.**

Under Rule 12 of the IRR entitled "Effect of approving the petition for change of name" states that "When the petition for the change of first name is approved by the C/MCR or CG or D/CR and such decision has not been impugned by the CRG, the change shall be reflected in the birth certificate by way of marginal annotation. **In case there are other civil registry records of the same person which are affected by such change, the decision approving the change of first name in the birth certificate, upon becoming final and executory, shall be sufficient to be used as basis in changing the first name of the same person in his other affected records without need for filing a similar petition.** In such a case, the successful petitioner shall file a request in writing with the concerned C/MCR, CG or D/CR to make such marginal annotation, attaching thereto a copy of the decision.

Based on Rule 12, when the decision to change the first name becomes final and executory, the change can also be reflected on the other civil registry records of the same person without the need for filing a similar petition. Therefore, the change of first name is only applicable to the civil registry records of that same person and not to another persons' records where his name could be cited. In the example cited under Case 3 of the Instructions Manual, the effect of the change of first name can be reflected in Luis's marriage certificate but not in the birth certificates of his two children.

In view of the clarifications made above, the last two sentences of the example under Case 3 of Section 1 of the Manual of Instructions, page 61 should read as:

**In the case of the birth certificates of his two (2) children, each of them, if already of age, may file the petition for correction of the name of the father in their birth certificates. If still minor, Luis or his spouse may file the petition with the concerned C/MCR or CG.**

For your information and guidance.

cc: All NSO Regional Directors and NSO Provincial Statistics Officers  
Civil Registration Department  
Legal Services Division  
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