

2. Petition for Change of First Name (CFN) or Correction Of Clerical Errors (CCE)

Correcting clerical errors or changing an entry in civil registry documents.

Office or Division:	Office Local Civil Registry	
Classification:	Highly Technical	
Type of Transaction:	Government to community	
Who may avail:	All residents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Any three (3) of the following documents, 3 photocopies/document:		
Certificate of Live Birth (PSA copy)		Philippine Statistic Authority, Cagayan de Oro City
Baptismal Certificate		Church where baptized/dedicated
Voter Certification		Commission on Elections (COMELEC)
Employment Record		Company where employed
GSIS/SSS Record		Government Service Insurance System/Social Security System (GSIS/SSS) Office
Medical Record		Any Rural Health Unit, hospital
Business Record/Business Permit		Place where the business operated
School Record		DepEd where last attended
Driver's License		Land Transportation Office (LTO)
Insurance Policy		Any insurance office

Civil Registry Records of ascendants	Philippine Statistic Authority/Local Civil Registry Office (PSA/LCR)			
Land Titles	Register of Deeds			
Certificate of Land Transfer	Bureau of Lands			
Bank Passbook	Any depository bank			
NBI Clearance	National Bureau of Investigation			
Police Clearance	Any Philippine National Police Station			
Barangay Clearance	Barangay where applicant resides			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants show documents	1.1 Receive the presented document.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
2. Client complies the required supporting documents	2.1 Evaluate the supporting documents if it's authentic, complete and duly certified.	None	20 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
3. Client pays filing fee at the Treasurer's Office.	3.1 Issue Order of Payment.	CCE- 1000.00 CFN/Gender- 3000.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.2 Prepare the petition and ask the petitioner to sign the petition.			

		None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.3 Approves the petition.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.4 Informs petitioner for the period of Publication and Posting.	None	CCE- 10 days CFN/Gender - 2 weeks Paused-clock	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.5 Transmittal of petition to PSA upon instruction of the MCR.	None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.6 Release of document to client for mailing to PSA MANILA.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.7 Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	TOTAL	1,000.00/ 3,000.00	85 minutes 10 days/2 weeks.	