



# **Municipal Civil Registrar's Office (MCRO)**

## **Citizen's Charter**



## External Services

### 1. Timely Reporting of Live Birth and issuance of COLB for Home Delivered Legitimate Child.

Reporting of newly home delivered legitimate child for the preparation and registration of the COLB of the child. Timely reporting is one month from the day the child was born. Reporting after a month will fall under delayed registration. The informant must be the parents of the child, the nearest kind of the parents, the Midwife or the BHW of the barangay and must be knowledgeable of the parents' personal information as well as the facts surrounding the child's birth.

<b>Office or Division:</b>	Mun. Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C –Government to Citizen			
<b>Who may avail:</b>	Parents of the child, nearest kin of the child, Midwife, BHW.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Child's Baby Book, 1 original copy		Mun. Health Office/Gov't. Hospital		
2. Child's parents' Marriage Contract/COM, 1 original or photocopy		LCR of place of marriage (must be CTC)/ PSA		
3. Presence of the person who attended the birth				
4. Mother's Pre-natal record, original copy		MHO/OB-Gyne of the Mother		
5. Client and Attendant Identification Card, original		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign the client logbook	1. Give the logbook to the client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
2. Inform their purpose and submit the required document at the "COLB" tagged window	2. Receive the document	None	30 seconds	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
3. Client/Informant will now give information together with the attendant	3.1 Interview the clients 3.2 Assess the submitted document if it corroborates with the information given	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
4.1 Client waits while the COLB is being prepared	4. Prepare the COLB and print a draft.	None	10 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
5. Receive and review the draft of COLB	5. Give the draft of COLB to the client for review	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
6.1 If no correction, return the draft for finalization	6.1 Receive the draft and finalize the COLB if no correction	None	5 minutes	Admin. Aide IV Admin. Officer II



6.2 If with correction, edit the draft and discuss the correction with the service provider	6.2 If with correction, receive the draft, discuss the correction, and edit the encoded COLB at the philcris. 6.3 Print final copy of the COLB form			Admin. Officer IV Local Civil Registry Office
6.1 Receive and review the final COLB	6. Give the final copy	None	1 minute	
7. Sign in the Informant entry if there is no more correction	7. Assist the informant in signing	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
8. Attendant to sign in the "Cert. of Attendant entry"	8. Assist the Attendant in signing	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
9.1 Return the signed COLB to the service provider 9.2 Receive "Order of Payment" slip and pay at Window 1,2 or 3 at the Treasury Office	9.1 Receive the COLB and give the Order of payment slip 9.2 Receive payment and give OR 9.3 Sign the "Prepared by" entry; 9.4 Sign at the "Received by" entry; 9.5 Record at the Civil Registry Book of Live Birth and assign a CR number. 9.6 Sign the "Registered" entry	Sec Fee Php 55.00	5 minutes	Admin. Aide IV RCC-MTO Admin. Officer II Admin. Officer IV MCRO LCRO
10. Return to the office, show O.R. and receive the duly registered COLB owner's copy and sign the receipt logbook	10 Give the duly registered COLB owner's copy and assist client sign the receipt logbook	None	30 seconds	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
<b>TOTAL:</b>		<b>PhP 55.00</b>	<b>35 minutes</b>	

## 2. Timely Reporting of Live Birth and Issuance of COLB for Home Delivered Illegitimate Child.

Reporting of home delivered illegitimate child for the preparation and registration of the COLB of the child. The informant must be the parent/s of the child or the child himself/herself is adult. Timely reporting is one month from the day the child was born. Reporting after a month will fall under delayed registration.

<b>Office or Division:</b>	MCR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Parent/s of the child; The child himself/herself if adult and able
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Child's Baby book, 1 original copy	Mun. Health Clinic



2. Presence of the person who attended the birth				
3. Mother's Pre-natal record, 1 original copy		OBGyne of the Mother		
4. Affidavit to Use the Surname of Father executed by the Mother (if the child will use the surname of the father) 2 Original copy		PAO/Notary Public/LCRO		
5. Presence of the father to sign the Affidavit of Acknowledgment of Paternity (if the child will use the surname of the father)		LCR Office		
6. Certificate of Live Birth of the Mother, 1 Original or photocopy		PSA/LCR of place of birth		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client logbook	1. Give the logbook to The client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
2. Inform their purpose and submit the required document at the "COLB" tagged window	2. Receive and review the document	None	3 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
3. Client will now give information together with the attendant	3. Interview the clients	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
4.1 Client waits while the COLB is being prepared	4.1 If document corroborates the report, prepare the COLB and print the first draft.		10 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>Local Civil Registry Office</b>
5. Receive and review the drafted COLB	5. Give the draft of COLB to the client for review	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
6.1 If no correction, return the draft for finalization 6.2 If with correction, edit the draft and discuss the correction with the service provider	6.1 Receive the draft and finalize the COLB if no correction 6.2 If with correction, receive the draft, discuss the correction, edit the information at the philcris 6.3 Print another copy	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
7.1 Receive and review the finalize COLB 7.2 Sign in the "Informant" entry if no further correction; 7.3 Attendant to sign in the "Cert. of Attendant" entry if no further correction	7.1 Give the finalize COLB for final review; 7.2 Assist the informant and the attendant in signing the document	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
8. Father to sign the Affidavit of Acknowledgment of paternity	8.1 Assist the Father in signing 8.2 MCRO subscribe the Affidavit of Acknowledgment	None	3 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO Local Civil Registry Office
9. Return the signed COLB to the service provider and receive Order of Payment	9. Receive the COLB and give Order of Payment slip.	None		Admin. Aide IV Admin. Officer II Admin. Officer IV



				Local Civil Registry Office
10. Pay at Window 1,2 or 3 at the Treasury Office	10. Receive payment. Give O.R. <u>While client is paying:</u> 10.1. Sign the "Prepared by" entry; 10.2. Sign at the "Received by" entry; 10.3 Record the COLB at the Civil Registry Book of Live Birth and assign a CR number 10.4 Record the AUSF at the Legal Instrument Registry Book and assign a CR number 10.5 MCRO sign the "Registered" entry	Sec. Fee Php55.00 Subscription Fee Php55.00 Reg. of Legal Inst./AUSF Php120.00	12 minutes	Rev. Coll. Clerk <b>MTO</b> Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO Local Civil Registry Office
11. Receive the duly registered COLB owner's copy and sign at the logbook	11. Give the duly registered COLB owner's copy. Sign in the logbook as receipt	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
<b>TOTAL:</b>		<b>Php230.00</b>	<b>50 minutes</b>	

### 3. Delayed Registration of Live Birth and Issuance of COLB for Home Delivered Legitimate Child

The service is the delayed reporting of home delivered legitimate child for the preparation and registration of the COLB of the child through late registration. Late registration is when the birth was reported after one month the child was born. The informant must be the parents of the child, the child himself/herself if adult and able, guardian of the child, and the nearest kin of the child, knowledgeable of the parents and the child's personal information as well as the facts surrounding the child's birth.

<b>Office or Division:</b>	MCR Office	
<b>Classification:</b>	G2C – Government to Citizen	
<b>Type of Transaction:</b>	Simple	
<b>Who may avail:</b>	Parent/s of the child; the child himself/herself if adult and able; guardian of the child	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRIMARY DOCUMENT/S		
1. Negative Certification from PSA, Original and 2 photocopies (for 6 mos. Old and above)		PSA
2. Registered Marriage Contract/Cert. of Marriage of applicant (if married), 2 photocopies		PSA/LCR of place of marriage of applicant
3. Registered Marriage Contract/Cert. of Marriage of parents, 2 photocopies		PSA/LCR of place of marriage of parents
4. Baby Book of the child (for children more than 1 mo. old – 6 yrs. old), 2 photocopies		Child's parents
5. Joint Affidavit of two dis-interested person declaring the facts surrounding of the birth of child. 1 original, 2 photocopies		Public Attorney's Office or Private Lawyer



6. Baptismal Certificate/Certificate of Dedication, 1 orig., 2 photocopies,	Church where the child was baptized/dedicated
7. School Record/Transcript of Record (Elem./High School) 1 original, 2 photocopies for adult	School where the applicant attended
8. Voter's Certificate, 2 photocopies	COMELEC
9. Presence of the person who attended the birth (if applicable)	
<b>SECONDARY DOCUMENTS</b>	
1. Punong Barangay's Certificate (name of child and parents; date and place of birth), 2 photocopies	Punong Barangay of place of birth
2. COLB of children, 2 photocopies	PSA/LCR of place of birth
3. Insurance Policy/Philhealth MDR/SSS record, 2 photocopies	MCR Office
4. Medical records, 2 photocopies	PSA/LCR of place of birth
5. Identification Cards of the person being registered, old or new 2 photocopies (if applicable)	Applicant
6. 1x1 ID picture of the person being registered, 1 pc.	Applicant
<b>Note: Original copy of all photocopied documents must be presented when transacting business for validation and authentication.</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign the client logbook	1. Give the logbook to The client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
2. Inform their purpose and submit the required document at the "COLB" tagged window	2. Receive and review the document	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
3. Client/Informant will now give information together with the attendant	3.1 Interview the clients if information corroborates with the submitted document	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
4.1 Client waits while the COLB is being prepared	4.1 If document corroborates with the report, prepare the COLB and print the first draft.		8 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
5. Receive and review the draft of COLB	5. Give the draft of COLB to the client for review	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
6.1 If no further correction, return the draft for finalization	6.1 Receive the draft and finalize the COLB if no further correction 6.2 If with correction, discuss the correction, edit the information at	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office



	the philcris and print final copy of the COLB			
7. Receive and review the final COLB	7. Give the final COLB	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
8.1 Sign in the Informant entry if there is no more correction 8.2 Sign in the Attendant entry	8.1 Assist the informant in signing 8.2 Assist the Attendant in signing	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
9. Have the Affidavit of Delayed Registration subscribed by the PAO	9. Wait	None		Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
10. Return the signed and subscribed COLB to the service provider	10.1 Receive the COLB and advise client to be back after 10 calendar days 10.2 Sign the "Prepared by" entry; 10.3 Sign at the "Received by" entry 10.4 Prepare Notice of Delayed Registration and post at the lobby for 10 calendar days	None	10 days 5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
11.1 Client return to Office after 10 days 11.2 Receive Order of Payment and pay at Window 1, 2, or 3 at the Treasury Office	11.1 Give Order of payment to the client 11.2 Receive payment and issue O.R. 11.3 Record at the Civil Registry Book of Live Birth and assign a CR number 11.3 MCRO sign the "Registered" entry	Delayed Reg. Fee PhP300.00 Sec Fee PhP55.00	8 minutes	Admin. Aide IV RCC - MTO Admin. Officer II Admin. Officer IV MCRO Local Civil Registry Office
13. Present O.R. and receive the duly registered COLB owner's copy and sign the receipt logbook	13. Give the duly registered COLB owner's copy and assist client sign the receipt logbook	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
<b>TOTAL:</b>		PhP 355.00	10 days 46 mins	

**NOTE:** The Delayed Registration of Live Birth and issuance of COLB for Home Delivered Legitimate Child is qualified for multi stage processing

#### 4. Delayed Registration of Live Birth for Home Delivered Illegitimate Child

Delayed Reporting of home delivered illegitimate child for the preparation and delayed registration of the COLB of the child. The informant must be the parents of the child, the document owner if adult and able, guardian of the child.



<b>Office or Division:</b>	Local Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Parent/s of the child The document owner if adult and able Immediate family members of the child			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>PRIMARY DOCUMENT/S</b>				
1. Negative Certification from PSA, 1 original and 2 photocopies (for 6 mos. Old and above)		PSA		
2. Marriage Contract/Cert. of Marriage of the child being registered, 2 photocopies if married		PSA/LCR of place of marriage of applicant		
3. Baby Book of the child (only for children more than 1 mo. old – 6 yrs. old), 2 photocopies		Child's parents		
4. Joint Affidavit of two dis-interested person declaring the facts surrounding of the birth of child. 2 original copies		Public Attorney's Office or Private Lawyer		
5. Baptismal Certificate/Certificate of Dedication, 2 photocopies,		Church where the child was baptized/dedicated		
6. School Record/Transcript of Record (Elem./High School) 2 photocopies		School where the applicant attended		
7. Voter's Certificate, 2 photocopies (if voting)		COMELEC		
8. Affidavit to Use the Surname of the Father if child will use the surname of the father: - Executed by the Mother for children 0 to 6 years old - Executed by the child 7-17 years old with sworn attestation of the mother - Executed by the child 18 years old and above		Public Attorney's Office/Notary Public		
9. Affidavit of Acknowledgment of Paternity executed by the Father (if child will use the surname of the father)		Tuba LCR Office		
10. Available Identification cards, old or new				
11. Presence of the person who attended the birth (if applicable)				
12. 1x1 ID picture of the person being registered, 1 pc		Client		
<b>SECONDARY DOCUMENTS</b>				
1. Punong Barangay's Certificate (name of child and parents; date and place of birth), 2 photocopies		Punong Barangay of place of birth		
2. COLB of children, if applicable, 2 photocopies		PSA/LCR of place of birth		
3. Insurance Policy/Philhealth MDR/SSS record, 2 photocopies		Concern agency		
4. Medical records, 1 original, 2 photocopies		Concern agency/clinic/hospital		
<b>Note: Original copy of all photocopied documents must be presented when transacting business for validation and authentication.</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the client logbook	1. Give the logbook to The client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO





2. Inform their purpose and submit the required document at the "COLB" tagged window	2. Receive and review the document	None	5 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
3.1 Client/Informant will now give information together with the attendant 3.2 Receive Order of Payment and pay at window 1,2, & 3 at the Treasury Office	3.1 Interview the clients if information corroborates with the submitted document 3.2 Give Order of Payment to client	Delayed Reg. Fee – PhP300.00	5 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
4. Client waits while the COLB is being prepared	4. If document corroborates with the report, prepare the COLB and print the first draft.	None	8 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
5. Receive and review the draft of COLB	5. Give the draft of the COLB to the client for review	None	5 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
6.1 If no further correction, return the draft for finalization	6.1 Receive the draft and finalize the COLB if no further correction 6.2 If with correction, discuss the correction, edit the information at the philcris and print final copy of the COLB	None	5 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
7.1 Receive and review the final COLB	7. Give the final COLB	None	2 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
8.1 Sign in the Informant entry if there is no more correction 8.2 Sign in the Attendant entry	8.1 Assist the informant in signing 8.2 Assist the Attendant in signing	None	1 minute	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
9. Father to sign the Affidavit of Acknowledgment	9.1 Assist the father in signing 9.2 MCRO to subscribe the Affidavit of Acknowledgment	None	2 minutes	Admin. Aide IV Admin Officer II Admin Officer IV MCRO LCRO
10. Have the Affidavit of Delayed Registration subscribed by the PAO	10. PAO/Notary public to subscribe the doc	None	1 day	PAO/Notary public
11. Return the signed and subscribed COLB to the service provider	11.1 Receive the COLB and advise client to be back after 10 calendar days 11.2 Sign the "Prepared by" entry; 11.3 Sign at the "Received by" entry; 11.4 Prepare Notice of Delayed Registration and post for 10 calendar days at the lobby	None	10 days 5 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
12.1 Client return to the Office after 10 days Upon returning after 10 days:	After completion of 10 days posting: 12.1 Give Order of payment to the client;		15 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO Rev. Coll. Clerlk



12.2 Receive Order of payment and pay at Window 1, 2, or 3 at the Treasury Office	12.2 Receive payment and issue O.R. 12.3. Record at the Civil Registry Book of Live Birth and assign a CR number 12.4 Record the AUSF at the Legal Instrument Reg. Book and assign number 12.5 MCRO sign the "Registered" entry	Reg. of Legal Inst. Php210.00		<b>MTO</b>
13. Present O.R. and receive the duly registered COLB owner's copy and sign at the receipt logbook	13. Give the duly registered COLB owner's copy and assist client sign at the receipt logbook	None	2 minutes	Admin. Aide IV Admin Officer II Admin Officer IV LCRO
<b>TOTAL:</b>		<b>Php 510.00</b>	<b>11 days 56 mins</b>	

**NOTE:** The Delayed Registration of Live Birth and issuance of COLB for Home Delivered Legitimate Child is qualified for multi stage processing

## 5. Timely Registration of COLB (Births at Hospital and Birthing Clinic)

Registration of Certificate of Live Birth for births occurred at hospital and birthing clinic.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	G2B			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	Hospital/Clinic authorized personnel/Parent/s/Guardian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly filled up and signed COLB, 4 original copies		Hospital/Clinic		
2. Affidavit to Use the Surname of the Father executed by the Mother and subscribed, if parents of the child are not married, and if child is using the surname of the father. 4 original copies		PAO/Lawyer/LCRO		
3. Properly filled up and signed Affidavit of Acknowledgment (back of COLB) if parents of the child are not married.		PAO/Lawyer/LCRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign at the logbook	1. Give the log book	None	1 minute	Admin. Aide III
2. Give the duly filled up and signed COLB	2. Receive and review the COLB	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>MCRO</b>
3.1 Give Affidavit to Use the Surname of the Father (if applicable) 3.2 Mother to execute Affidavit to Use the Surname of the Father (if no AUSF executed and attached) and submit to LCRO	3. Receive and review AUSF	None	8 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>MCRO</b>



4. Receive Order of payment and pay at window 1,2 or 3 at the MTO.	4.1 Give Order of payment 4.2 Receive payment and issue O.R.	Reg. of Legal Instrument Php210.00	5 mins	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>MCRO</b> <b>RCC-MTO</b>
5. Wait	5.1 Sign at the "Received by" entry 5.2 Record the COLB at the Civil Registry Book of Live Birth and assign a CR number 5.3 Record the AUSF at the Legal Instrument Registry Book and assign number 5.4 Subscribed the Affidavit of Acknowledgment 5.5 Sign the "Registered" entry	none	12 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>MCRO</b>
6. Receive duly registered COLB, hospital/clinic copy and owner's copy and sign the receipt logbook	6. Issue the duly registered COLB, owner's and hospital/clinic copy and assist client sign the receipt logbook	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV <b>MCRO</b>
<b>TOTAL:</b>		<b>P210.00</b>	<b>30 minutes</b>	

## 6. Out-of-Town (OOT) Reporting of Delayed Registration of Certificate of Live Birth (COLB) and Certificate of Marriage (COM).

Interested party or client residing in the Mun. of Tuba who was born or married in other localities can file or apply at the office of the Local Civil Registrar of Tuba for endorsement to the Receiving-Local Civil Registrar where the occurrence of birth or marriage took place, for registration.

<b>Office or Division:</b>	MCR Office	
<b>Classification:</b>	G2C	
<b>Type of Transaction:</b>	Simple	
<b>Who may avail:</b>	Document owner and/or any Authorized Person.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished unregistered Certificate of Live Birth(COLB) or Certificate of Marriage(COM) in four(4) copies	Document owner/Solemnizing Officer	
2. Notarized Affidavit of Out-of-Town registration of the client with corroboration of two(2) witnesses. (2 Original copies)	PAO/Notary Public	
3. Notarized Joint Affidavit of two disinterested person, 2 original copies	PAO/Notary Public	
4. PSA Negative Certification (1 original & 2 photocopies)	PSA	
5. Payment after assessment(Official Receipt)	MTO	
5. Additional requirement for Illegitimate child/children: Notarized Affidavit to Use the Surname of the Father (AUSF) in 4 original copies: - Executed by mother if child is 6 years old and below - Executed by the Child if 7-17 years old with sworn attestation of the mother - Executed by the child if 18 years old and above	PAO/Notary Public	



6. Any two(2) of the following relevant documentary evidences which may show the facts and information: - Baptismal Certificate, 1 original, 2 photocopies - School Records, 1 original, 2 photocopies - Old Income Tax Return of the parent/s, 1 original, 2 photocopies - Old Insurance Policy, 1 original, 2 photocopies - Old Medical Records, 1 original, 2 photocopies - Other old documents which may prove the occurrence of vital event.		Church School attended Insurance company Clinic/Hospital		
7. Original valid Identification Card of the Informant and Attendant at Birth, and if applicable, the acknowledging father and mother.		Informant, Attendant, parents		
8. Postal Money Order-Service fee/Miscellaneous fee of the receiving Local Civil Registrar's Office depending on their Revenue/ and Tax Code		Phil. Postal Office, Baguio City		
9. Pre-paid pouch of courier/Postage stamps for back and forth mailing of receiving LCR		Preferred courier/Phil. Postal Office, Tuba or Baguio City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign at the log book	1. Give the log book to the client		1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
2. Inform purpose and submit the required document	2. Receive and assess the document; interview the client	None	10 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
3. Arrange postal money order addressed to the receiving LCR	3. Contact the receiving Local Civil Registry Office as to required payment (if contacted, client may proceed to arranging postal money order)	None	5 days or Depending on receiving LCRO response	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
4.1 Receive Order of Payment slip 5.2 Pay at Window 1,2, or 3 at the Treasury Office	4.1 Give Order of Payment slip 4.2 Receive payment and issue O.R. 4.3 Prepare the COLB (if non presented) and the transmittal letter (for COLB) 4.4 Make transmittal letter (for COM)	OOT Del. Reg.Fee-Php300.00 Sec. Fee-PhP55.00	10 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO RCC-MTO
5.1 Receive and review the prepared COLB. 5.2 If no correction, sign at the "Informant" entry and the Affidavit of Delayed Registration at the back of COLB	5.1 Give the prepared COLB for review 5.2 If no correction, sign the "Prepared by" entry 5.3 Subscribe the Affidavit of Delayed Registration	None	8 minutes	Mun. Civil Registrar LCRO
6.1 Give the postal money order, Prepaid pouch for use of Tuba LCR and the receiving LCR	6.1 Receive the Postal Money order and Prepaid pouch 6.2 Prepare the document and mail to the receiving LCRO	None	5 minutes	Admin. Aide IV Admin. Officer II



6.2 If client will mail the doc., sign the receipt logbook	(Client may opt to mail the document)			Admin. Officer IV
<b>NOTE: Transaction be dependent by the receiving LCRO</b>				
	<b>TOTAL</b>	<b>PhP355.00</b>	<b>5 days, 1 hour and 4 minutes</b>	

**NOTE:** The Delayed Registration of Live Birth and issuance of COLB for Home Delivered Legitimate Child is qualified for multi stage processing

## 7. Timely and Delayed Reporting, Preparation and Registration of Death.

Timely reporting, preparation and registration of death. Registration should be one month from the date of death.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	Spouse/Children/parents of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>For Deaths occurred at home</b>				
1. COLB or COM of the deceased, original or photocopy, 1 copy		PSA OR LCR where the birth/marriage occurred		
2. Written information on the cause of death of the decease by the MHO, original copy		MHO		
3. PSA Negative Certification, 1 original copy, 2 photocopies (if late registration)		PSA		
4. Joint Affidavit of 2 disinterested person, 2 original copies (if late registration)		PAO/Notary Public		
5. Certification from the Punong Barangay, 2 original copies (if late registration)		Barangay where the death occurred		
6. Other proof of death, ex. Pictures, 1 photocopy (if late registration)		Client's file		
<b>For Deaths occurred in hospital or other places other than home</b>				
1. Duly filled-up and signed by concern signatories Certificate of Death, 4 original copies		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For Deaths occurred at home</b>				
1. Sign at the log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office
2. Inform purpose and submit the required document	2.1 Receive document and interview the client then	None	5 minutes	Admin. Aide IV Admin. Officer II



	assess submitted requirements			<i>Admin. Officer IV</i> Local Civil Registry Office
3. Pay at Window 1,2, or 3 at the Treasury Office Wait while Cert. of Death is being prepared by service provider	3.1 Give Order of payment 3.2 Receive payment and issue O.R. 3.3 Prepare the Cert. of Death	Sub. Fee – PhP55.00 Sec. Fee Php 55.00 Del. Reg. Fee Php300.00	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office RCC-MTO
4. Receive draft copy of Cert. of Death	4. Give the draft copy of Cert. of Death for review of the client	None	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
5. If with correction, edit and return the draft and discuss the correction	5. Receive the draft and discuss the correction	None	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
6. Wait while finalizing the COD	6. Edit and print final copy of the COD.	None	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
7. Receive and review the finalized COD and have it signed by the MHO	7. Give the finalized COD for review and signature of the MHO	None	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
8. Return the COD and sign the “Informant Entry” and Affidavit of Delayed Registration at the back of the COD (if late registration)	8.1 Assist client in signing 8.2 Sign the “Prepared by” entry 8.3 Sign the “Received by” entry	None	5 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
9. Have the Affidavit of Delayed Registration be subscribed by PAO or LCRO if PAO not available	9. Subscribe the Affidavit and advise client to be back after 10 calendar days for late registration only	None	10 days and 5 minutes	
	10. Prepare Notice of Delayed Registration of Death and post at the lobby for 10 calendar days (if late registration)	None	1 minute	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office
	<u>After the 10 days posting:</u> 11.1 Record at the Civil Registry Book of Live Birth and assign a CR number 11.2 Sign the “Registered” entry	None	8 minutes	<i>Admin. Aide IV</i> MCR LCRO Local Civil Registry Office
10. Receive the duly registered COD owner’s copy and sign at the receipt logbook	12. Issue the duly registered COD owner’s copy and assist client sign at the receipt logbook	None	2 minutes	<i>Admin. Aide IV</i> <i>Admin. Officer II</i> <i>Admin. Officer IV</i> Local Civil Registry Office



<b>For Deaths occurred in hospital or other place other than home</b>				
1. Sign at the log book	1. Give the log book to the client	None	1 minute	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office</i>
2. Submit the duly filled-up and signed COD	2. Receive and review document	None	5 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office</i>
	3.1 Sign at the "Received by" entry 3.2 Record at the Civil Registry Book of Live Birth and assign a CR number 3.3 Sign the "Registered" entry	None	12 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO Local Civil Registry Office</i>
3 Receive the duly registered COD owner's copy and sign at the receipt logbook	4. Issue duly registered COD owner's copy and assist client sign in the receipt logbook	None	2 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV Local Civil Registry Office</i>
	<b>TOTAL:</b>	<b>PhP 110.00 for timely registration of death occurred at <u>home</u></b> <b>PhP410.00 for late <u>registration</u></b> <b>No fees for deaths occurred in hospital</b>	<b>46 minutes for deaths occurred <u>at home</u></b> <b>20 minutes for deaths occurred in <u>hospital</u></b> <b>10 days and 52 minutes for delayed registration</b>	

## 8. Registration of Foundling

Registration of abandoned but founded infant or child. To be reported within thirty (30) days from the date of finding/commitment of the child by the finder/charitable institution to the LCR office where the child was found.

<b>Office or Division:</b>	MCR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C –Government to Client
<b>Who may avail:</b>	The finder The Barangay official of the barangay where the child was found The Police Officer of the police station where foundling was reported DSWD or orphanage where the child was committed



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Affidavit of the finder stating therein that the foundling has been reported to the Punong Barangay or to the PNP; 1 original copy, 2 photocopies		PAO/Notary Public		
2. Certification of the Punong Barangay or police authority regarding the report made by the finder, stating therein that no one has claimed the child or no one has reported a missing child whose description may be the same as the foundling as of the date of registration. 1 original copy, 2 photocopies		Barangay Hall/Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
2. Inform purpose, submit documents and give data	2. Receive and assess the document. Interview the client	None	10 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
3. Wait	3. Prepare Certificate of Foundling	None	8 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
4. Receive the prepared Cert. of Foundling and review	4. Give the document to review	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
5. If no correction, sign the Informant	5.1 If no correction, assist client in signing. 5.2 Sign in the "Received by" entry 5.3 Record at the Civil Registry Book and assign CR number 5.4 Record the Affidavit of Foundling at the CR Book and assign number 5.4 LCRO sign at the "Registered" entry	None	15 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO LCR Office
6. Receive duly registered COF owner's copy and sign at the receipt logbook	6. Issue the registered COF owner's copy and assist client sign at the receipt logbook	None	2 minutes	Admin. Officer II Admin. Officer IV LCR Office
<b>TOTAL:</b>		<b>None</b>	<b>41 minutes</b>	

## 9. Supplemental Report on Birth/Marriage/Death

Supplemental reporting of important information in the birth certificate, marriage certificate and death certificate which was inadvertently omitted when the document was registered. However, supplemental report on the "Medical Certificate" in the Cert. of Death and Cert. of Fetal death, and all applicable certifications contained in the Cert. of Marriage.





<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Parent/guardian of the child; the document owner, if of age.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA copy of the Civil Registry document subject for supplement report, original copy		PSA, Baguio City		
2. Affidavit of Supplemental Report, 1 orig. copy, 2 photocopies		PAO/Notary Public		
3. Cert. of Live Birth (if document subject for supplement is COM) 1 orig. 2 photocopies		PSA/LCRO of place of birth		
4. Cert. of Marriage (if married and if document subject for supplement is COLB) 1 orig. 2 photocopies		PSA/LCRO of place of marriage		
4. Baptismal Certificate/Certificate of Dedication, 1 orig. 2 photocopies		Church where the child was baptized/dedicated		
5. School/Transcript of Record, 1 orig. copy, 2 photocopies		School where the child attended		
6. Voter's Certificate if voting, 2 copies		COMELEC where the child votes		
7. Various Identification Cards, old and new, 1 photocopies		Owner of document		
8. Other relevant document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
2. Inform purpose and submit required documents	2. Receive, review and evaluate submitted documents	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
3. Receive Order of payment slip	3. Give Order of Payment slip	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
4. Pay at Window 1,2 or 3 at the Treasury Office	4.1 Receive payment and issue O.R.	Supplemental Fee Php200.00	5 minutes	RCC-MTO
5. Wait	5.1 Prepare the Supplemental Report while client is paying 5.2 Annotate the document	None	30 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
6.1 Receive document and review 6.2 Present O.R., receive and sign "Informant" entry of the Supplemental Report and return document	6.1 Give the Supplemental Report and assist the client in signing. 6.2 Sign the "Prepared by" entry. 6.3 Sign the "Received by" entry 6.4 Record the supplemented information at the Civil Registry Book	None	15 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO



6.1 Receive supplemented Civil Registry document copy and sign at the receipt logbook	6.1 Prepare 1 set of the document.	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCRO
6.2 Receive the document in sealed envelope and mail to OCRG-PSA if client will handle the mailing.	6.2 Mail to the OCRG-PSA Manila 6.3 If to be mailed by the client, give the prepared document in a sealed envelope for mailing 6.4 Give the supplemented Civil Registry document copy of the client and assist client sign in the receipt logbook			
<b>TOTAL:</b>		<b>Php200.00</b>	<b>56 minutes</b>	

## 10. Application and Issuance of Marriage License

The service is for qualified clients, either one or both are residents of Tuba, intending to get married. The Marriage License is valid for a period of one hundred twenty (120) days from the date of issue and is valid in any part of the country. Ten days posting of the application is mandatory.

<b>Office or Division:</b>	MCR Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to CITIZEN	
<b>Who may avail:</b>	Couple applying for ML	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Certificate of no Marriage (CENOMAR) of the couple, 1 orig. copy, 2 photocopies	PSA	
2. PSA or LCR copy of Certificate of Live Birth, 1 orig. copy, 2 photocopies	PSA/LCO of place of birth	
3. Negative Certification of COLB if applicant has no COLB, 1 orig. copy, 2 photocopies	PSA	
4. Baptismal Cert. or any earliest record of applicant if no COLB, 1 orig. copy, 2 photocopies	church	
5. Parents' Consent/Advice to Marry, for applicants 18-24 years old. Presence of the parents of applicants to sign the Consent/Advice to Marry	LCR Office Tuba or where the parent/s are residing.	
6. Legal Capacity to Contract Marriage for foreigners, 1 orig. copy, 2 photocopies	Embassy of the contracting foreigner	
7. Passport, if applicant is foreigner, 1 original copy. 2 photocopies	Country of origin	
8. Certificate of Death of deceased spouse if applicant is widowed, 1 orig. and 2 photocopies	PSA/LCR of place of death	
9. Annotated Marriage Contract/Cert. of Marriage, PSA copy, if annulled. 1 orig. copy and 2 photocopies	PSA	
10. Certificate of Compliance Seminar (Pre-marriage orientation) for applicants 18 years old and above	MHO	
11. Certificate of Pre-Marriage Counselling for applicants age 18-25 years old.	MSWD	



12. Valid ID of both applicants		applicant		
13. Community Tax Certificate (CTC), Upon advised by LCRO only		LGU where the applicant is residing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office</i>
2. Inform purpose and submit required documents	2. Receive and review submitted documents	None	2 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office</i>
3. If qualified, receive application form and listen to briefing	3. If qualified, give application form and brief applicant on how to fill up the form 3.1 Prepare the Consent/Advice if applicable	None	10 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office</i>
4.1 Fill up the application form 4.2 Parents sign the Consent or Advise if applicable	4.1 Assist applicants in filling-up and signing the application form 4.2 Assist Parents in signing the Consent/Advice form simultaneously, if applicable 4.4 Subscribe the Consent/Advice, if applicable 4.3 Subscribe the Application for Marriage License	None	30 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO LCR Office</i>
5.1 Submit application form for review 5.2 Get Order of Payment slip and pay at Window 1, 2, or 3 at the Treasury office	5.1 Receive and review application for marriage license 5.3 Give Order of payment slip 5.3 Receive payment and issue O.R. 5.4 Advise applicants to return after 10 days posting	Application for ML- PhP245.00 2 Subs Fee- PhP110.00 ML Fee - PhP20.00 Sec Fee- PhP55.00	5 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office RCC-MTO</i>
6. Wait	6.1 Prepare and post the application at the lobby for 10 days; 6.2 Send the Notice of Posting to other concern LGUs via Postal Office 6.3 Record the Application for Marriage License at the appropriate registry book and assign number		10 days and 5 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office</i>
	<u>After 10 days posting:</u> 6.4 Prepare Marriage License 6.5 Record the Marriage License number and other information at the AML Registry Book page 6.6 Sign the Marriage License		15 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO LCR Office</i>
7.1 Receive Marriage License 7.2. Sign in the receipt logbook	7.1 Release Marriage License on the 11 <sup>th</sup> day and brief the receiving client	None	2 minutes	<i>Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office</i>



	7.2 Assist client in signing the receipt logbook			
	<b>TOTAL:</b>	<b>Php540.00</b>	11 days, 1 hour and 10 minutes (number of hour may vary depending on how long the applicant fill up the form.	

**NOTE:** The Delayed Registration of Live Birth and issuance of COLB for Home Delivered Legitimate Child is qualified for multi stage processing

## 11. Legitimation Services (Family Code and RA No. 9858)

Legitimation is a process in which a child born out of wedlock is considered legitimate by fiction of law due to subsequent valid marriage of his/her parents.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All registered illegitimate children whose parents validly married subsequently; parents of the child			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Child's Certificate of Live Birth, PSA and LCRO. 1 original copy		PSA and/ LCRO		
3. Parents' Marriage Certificate, PSA copy, 1 orig. copy, 2 photocopies		PSA		
4. Parents' Advisory/Certificate of No Marriage (GENOMAR). 1 orig. copy and 2 photocopies		PSA		
5. Affidavit of Acknowledgment/Admission of Paternity (if Father has not yet acknowledged/admitted his paternity of the child) 2 original copies		PAO/Notary Public		
6. Affidavit of Legitimation. (Jointly executed by parents. If one or both parents is/are minor/s during conception of the child, state the minority in the affidavit). 2 orig. copies		PAO/Notary Public		
7. Death Certificate of a deceased parent, 1 orig. copy, 2 photocopies		Psa/lcr		
8. Pre-paid pouch if LCR personnel is to mail the document and for out-of-town transaction. Client may opt to mail the document to the PSA		Preferred courier by the client		
9. Payment to receiving LCR in postal money order if out-of-town transaction		Post Office, Baguio City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office



2.1 Inform purpose and present the required documents	2.1 Receive and review the submitted documents 2.2 Give the Order of payment	None	5 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office
3. Pay at window 1,2 or 3 at the Treasury Office	3. Receive payment and issue O.R.	PhP 555.00 if registered in Tuba PhP 55.00 if out-of-town transaction	5 mins	RCC-MTO
4. Wait	4.1 Annotate the Cert. of Live Birth while the client is paying. Print the document 4.2 MCRO sign the annotation	None	20 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO LCR Office
	4.3 Record the annotation at the Registry Book page 4.4 Record the Joint Affidavit of Legitimation at the Legal Instrument Registry Book and assign number	None	15 minutes	Admin. Aide IV LCR Office
5. Give pre-paid courier pouch to the service provider <b>OR</b> get the document from the service provider and mail to PSA Quezon City	5.1 Receive the pre-paid pouch; 5.2 Make transmittal letter to the PSA Quezon City, MCRO sign the letter 5.3 Prepare 1 set of the document in a sealed envelope ready for mailing.	None	8 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office
6.1 Receive the sealed envelope for mailing to PSA (if client will mail document) 6.2 Sign in the receipt logbook	6.1 MCRO personnel to mail the document <b>OR</b> give the document to the client (may opt to mail the document) 6.2 Assist client sign the receipt logbook	None	2 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office
<b>FOR OUT-OF-TOWN TRANSACTION:</b>				
1. Give the required documents	1. Receive and assess documents and contact the receiving LCRO, Inquire and coordinate	None	3 days or depending on the response of the receiving LCRO	Admin. Aide IV Admin. Officer II Admin. Officer IV LCR Office
2.1 Present O.R. 2.2 Give pre-paid pouch and postal money order; <b>OR</b> Receive the document in a sealed envelope and mail to the receiving LCRO 2.3 Sign the Receipt logbook	2.1 Prepare 2 sets of the document 2.2 Make and sign the transmittal letter to the receiving LCRO 2.3 Receive the pre-paid pouch and postal money order 2.4 Mail the document and money order check to the receiving LCRO <b>OR</b> give to client to mail the document	None	25 minutes	Admin. Aide IV Admin. Officer II Admin. Officer IV MCRO LCR Office



	2.5 Assist client sign the receipt logbook  <b>NOTE: Transaction will only pushed through if the receiving LCRO responded</b>			
	<b>TOTAL</b>	PhP555.00 if legitimation is within <u>Tuba</u>  PhP55.00 if out-of-town legitimation	56 minutes if within Tuba  3 days and 28 minutes if out-of-town depending on the receiving LCRO	

## 12. Issuance of Certification/Certified True Copy of Birth, Marriage and Death Certificate

Certification and Certified True Copy is a civil registry document such as birth, death and marriage issued by the office for all registered civil registry documents in the office, in connection with what purpose they may be used and will be issued. It is issued only to person authorized by law

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Document Owner; Owner's Spouse; Parents; Direct Descendants; Guardian and/or Institution Legally In-charge; Any Person Authorized by the Owner; Court			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original valid Identification Card of the Requesting party		Requesting Party		
2. For Authorized Person, either of the following: 2.1 Authorization Letter with photocopy ID of the document owner and the authorized person. Specific purpose is indicated. 1 orig. copy 2.2 Special Power of Attorney (SPA) with photocopy ID of Requesting party and the authorized person. 1 orig. copy		Document owner and requesting party Notary Public		
3. Payment after assessment (Official Receipt)		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV Admin Officer IV Admin Officer II MCRO LCR Office



2. Fill up request slip and present to the service provider with the required ID and authorization if authorized.	2.1 Receive and review the request slip and authorization if authorized. 2.2 Verify at the data base and other records if document is available	None	5 minutes	Admin. Aide IV Admin Officer IV Admin Officer II MCRO LCR Office
3. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	3.1 If document is available, give Order of payment to client; 3.2 Receive payment and issue O.R. 3.3 Print the document 3.4 Sign and seal the document	PhP100.00 Per CTC document	5 minutes	Admin. Aide IV Admin Officer IV Admin Officer II MCRO LCR Office RCC-MTO
4.1 Present O.R. and receive the document 4.2 Sign at the receipt logbook	4.1 Release the Certification/Certified True Copy of the document 4.2 Assist client sign the receipt logbook	None	2 minutes	Admin. Aide IV Admin Officer IV Admin Officer II MCRO LCR Office
<b>TOTAL</b>		<b>PhP100.00 per CTC document</b>	<b>13 minutes</b>	

### 13. Annotation of Court Decrees/Orders (Adoption/Annulment/Nullity of Marriage/Correction of Clerical Error/Cancellation of Civil Registry Record/Cancellation of legitimation/To use the Surname of the Father)

Pursuant to Rule 50 of Administrative Order No. 1, series of 1993, after registering the Court Order/Decrees/Decisions affecting the civil status of a person at the Civil Registrar's Office where the issuing Court is operating, the respondent Local Civil Registrar shall annotate in the concerned Birth/Marriage/Death Certificate the Order or Decision of the Court

<b>Office or Division:</b>	MCR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Petitioner; Counsel of the Petitioner; Any person who has direct interest on the court order
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Court Decision/Order/Judgment/Resolution (3 photocopies duly certified by the Court and the Local Civil Registrar's Office which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located
2. Certificate of Finality/Entry of Judgment (3 photocopies duly certified by the Court and the Local Civil Registrar's Office which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located
3. Certificate of Registration (3 original copies)	Office of the Civil Registrar where the Court Decision/Order/Judgment/Resolution was registered
4. Certificate of Authenticity (3 original copies)	Office of the Civil Registrar where the Court Decision/Order/Judgment/Resolution was registered
5. Affected Birth/Marriage/Death Certificate, orig. copy	Phil. Statistics Authority



6. Pre-paid courier pouch for mailing the document. The client may opt to mail the document to the PSA, Quezon City through any private courier.		Private courier		
<b>Additional Requirements for Divorce Order issued by a Shari'ah Court (If Applicable ONLY)</b>				
6. Certificate(s) of Conversion of the Spouse(s) to Islam (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar),		Concerned Shari'ah Court/Circuit Registrar		
7. Affidavit of Ratification of Marriage under Islam Religion to be executed by the Spouses (1 Original and 2 photocopies duly certified by the Shari'ah Court or Circuit Registrar)		Concerned Shari'ah Court/Circuit Registrar		
8. Certificate of Divorce (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar)		Concerned Shari'ah Court/Circuit Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	Admin. Officer IV Admin. Officer II MCRO LCR Office
3. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	3.1 Give Order of payment to client; 3.2 Receive payment and issue O.R. 3.3 Search the document at the data base 3.4 Annotate the document and print 3.5 MCRO review and sign the annotation 3.6 Record the annotation at the Civil Registry Book page 3.7 Make transmittal letter to the PSA central office	Legitimation-Php245.00 Adoption – Php 605.00 Annulment-Php365.00 Legal Separation-Php365.00 Naturalization-Php365.00 Change of name/Corr/ of entries – PhP 550.00 Custody of Minor/Guardian ship – PhP120.00	56 minutes	Admin. Officer IV Admin. Officer II MCRO LCR Office RCC-MTO
4.1 Present O.R. 4.2 Receive the document for mailing or give pre-paid pouch to the service provider 4.3 Sign in the receipt logbook	4.1 Release the document to the client for mailing or receive the pre-paid pouch if LCRO personnel will mail the document to OCRG-PSA. 4.2 Assist client sign in the receipt logbook	None	3 minutes	Admin. Officer IV Admin. Officer II LCR Office
<b>TOTAL</b>		Depending of the type of transaction	1 hour	





#### 14. Request for Electronic Endorsement of Birth, Marriage and Death.

Electronic Endorsement of civil registry documents to the Philippine Statistics Authority, Regional Office, Baguio City, is a remedy to FastTrack the issuance of PSA Security Paper and to re-indorse blurred document that resulted to PSA negative certification. The Office will endorse those civil registry documents to PSA Regional Office, Baguio City upon request of the client

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Document Owner, Owner's Spouse, Parents, Direct Descendants, Guardian Legally In charge, Any Person Authorized by the Owner, Court			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA blurred copy or PSA Negative Certification, 1 original copy		PSA, Baguio City		
2. Original valid Identification Card of the client. For Authorized Person, either of the following: - Authorization Letter. 1 orig. copy - Special Power of Attorney(SPA). 1 orig. copy		Owner's copy, Office that issued the Identification Card presented Document Owner(Party of Age) Any Notary Public		
3. Payment (Official Receipt)		Tuba Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	<i>Admin Aide IV Admin Officer II LCR Office</i>
2. Inform purpose and present the document and the required ID if authorized.	2.1 Receive and review the submitted documents.	None	2 minutes	<i>Admin Aide IV Admin Officer II LCR Office</i>
3. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	3.1 Give Order of payment to client;  3.2 Search at the data base and print  3.3 Sign CTC and seal the document  3.4 Prepare and sign transmittal letter to PSA Regional office.  3.5 Receives payment and issue OR.	Sec. Fee – PhP55.00  Indorsement fee – PhP55.00	8 minutes	<i>Admin Aide IV Admin Officer II MCRO LCR Office RCC-MTO</i>
4.1 Present O.R.  4.2 Receive the document and bring to the PSA Regional Office, Baguio City 4.3 Sign in the receipt logbook	4.1 Release the document to the client  4.2 Sign in the receipt logbook  <b>Note: Transmittal Letter is only a proof that the document was already endorsed and received by PSA Regional Office, Baguio City</b>	None	2 minutes	<i>Admin Aide IV Admin Officer II LCR Office</i>
<b>TOTAL</b>		PhP110.00	13 minutes	



## 15. Request for Security Paper of Birth, Marriage and Death Certificate

The Office facilitates clients' request for PSA copy in security paper of their civil registry documents through "BREQS" (BATCH REQUEST ENTRY SYSTEM) scheme. LGU-MCRO, who is an accredited agency to facilitate issuance of PSA copy in security paper, will request through the BREQS, once a week to the PSA, Regional Office.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Document Owner, Owner's Spouse, Parents, Any Person Authorized by the Owner, Court			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Original valid Identification Card of the Requesting Party and the Authorized Person. Original copy		Owner's copy, Office that issued the Identification Card presented		
2. For Authorized Person, either of the following: <ul style="list-style-type: none"> <li>• Authorization Letter. Original copy</li> <li>• Special Power of Attorney(SPA). Original copy</li> </ul>		Document Owner Notary Public		
3. Payment for the PSA copy: (to be collected in cash by the in-charge upon request): Php155.00 (for birth, death and marriage certificate) Php210.00 (for CENOMAR/Marriage Advisory)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book	1. Give the log book to the client		1 minute	<i>Admin. Aide IV LCR Office</i>
2. Inform purpose and present the document and the required ID if authorized.  2.2 Receive and fill up PSA request form	2.1 Receive and review the submitted documents. 2.2 Have the client fill up PSA request form 2.3. Receive the filled-up PSA request form and authorization 2.4 Review and approve the request	None	15 minutes	<i>Admin Aide IV MCRO LCR Office</i>
3. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	3.1 Give Order of payment to client; 3.2 Receive the payment and issue O.R.	Sec. Fee Php55.00	1 minute	<i>Admin. Aide IV LCR Office RCC-MTO</i>
4.1 Present O.R. and give payment for PSA to service provider	4.1 Receive the payment for PSA copy and record in the logbook as acknowledgment receipt with signature of the client 4.2 Advice client when to return to pick-up document	None	8 minutes	<i>Admin. Aide IV LCR Office</i>
5. Sign in the receipt logbook	5. Assist client sign the receipt logbook		2 minutes	<i>Admin. Aide IV LCR Office</i>
<b>TOTAL</b>		<b>None</b>	<b>25 minutes</b>	



## 16. Issuance of Advice/Consent to Marry

The service is for parents and guardians who will execute an Advice/Consent to marry to their child but cannot be physically present at the place where their children is applying for a Marriage License.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Parent/s or Guardian of the child applying for a Marriage License			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written request and original valid Identification Card of the Requesting Party		Owner's copy, Office that issued the Identification Card presented		
2. Community Tax Certificate (Cedula)		Document Owner Notary Public		
3. Official Receipt		Tuba Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book	1. Give the log book to the client	None	1 minute	Admin. Aide IV LCR Office
2.1 Inform purpose and give data 2.2 Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	2.1 Check Identification and interview client 2.2 Give Order of payment to client 2.3 Receive payment and issue O.R. 2.2 Prepare the document while client is paying	Sec. Fee -Php 55.00 Subscription fee PhP 55.00	20 minutes	Admin. Aide IV LCR Office RCC-MTO
4.1 Present O.R. 4.2 Sign the document	4.1 Assist the client in signing 4.2 Subscribe and seal the document	None	5 minutes	Admin. Aide IV MCRO LCR Office
5.1 Receive the Consent/Advice to Marry 5.2 Sign in the receipt logbook	5.1 Release the document to the client 5.2 Assist the client sign the receipt logbook		2 minutes	Admin. Aide IV LCR Office
<b>TOTAL</b>		PhP110.00	28 minutes	

## 17. Issuance of Negative Certification (for Negative Registration of Birth, Marriage & Death)

The service is for clients who wish to get a certification of no registration of birth, marriage and death from the office.

<b>Office or Division:</b>	MCR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen



<b>Who may avail:</b>	Parent/s of the child; Owner of the document; Guardian of the child; Husband of the owner.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original valid Identification Card of the Requesting Party and the document owner		Requesting party and document owner		
2. Authorization if authorized, 1 orig. copy		PAO/Notary Public		
3. Negative Certification from the PSA, 1 orig. copy		PSA		
4. Official Receipt		Tuba Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	1. Give the log book to the client		1 minute	<i>Admin. Aide IV</i> LCR Office
2.1 Present Identification and give authority if authorized 2.2 Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	2.1 Check Identification and authorization, if authorized 2.2 Give Order of payment to client 2.3 Receive payment and issue O.R.	CTC Php 100.00	2 minutes	<i>Admin Aide IV</i> LCR Office RCC-MTO
3. Wait	3.1 Search the data base and registry books 3.2 Prepare the document 3.3 Sign and seal the document	None	15 minutes	<i>Admin Aide IV</i> MCRO LCR Office
4. Receive the Negative Certification and sign at the receipt log book	3. Release the Negative Certification and assist the client sign the receipt logbook		2 minutes	<i>Admin. Aide IV</i> LCR Office
<b>TOTAL</b>		<b>PhP100.00</b>	<b>20 minutes</b>	

### 18. Timely and Delayed Registration of Certificate of Marriage

Submission and Registration of the Certificate of Marriage within 15 days after the solemnization of the marriage.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Document owner Solemnizing Officer Staff/Personnel of the solemnizing church			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished and signed Certificate of Marriage, 4 original copies		Solemnizing Officer/Church		
2. Affidavit of 2 disinterested person (if late registration) 4 copies		PAO/Notary Public		
3. Duly signed Affidavit of Delayed Registration at the back of the COM (if late registration)		Solemnizing Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign at the logbook	1. Give logbook to the client	None	1 minute	<i>Admin Aide IV</i> LCR Office
2. Give the document	2. Receive and review document	None	2 minutes	<i>Admin Aide IV</i> LCR Office
3. Receive Order of payment and pay at Window 1, 2, or 3 at	3.1 Give Order of Payment to client for delayed registration only	Delayed Registration PhP300.00	1 Minute 5 minutes	<i>Admin Aide IV</i> RCC-MTO



the Treasury Office, for delayed registration only	3.2 Receive payment and issue OR			
4. Receive the registered COM and sign the receipt logbook	4.1 Sign the "Received" entry and advise client to be back after 10 calendar days. 4.2 Prepare and sign Notice for posting at the lobby (if late registration) 4.3 Post at the lobby for 10 calendar days (if late registration)	None	10 days and 5 minutes	Admin Aide IV LCR Office
	<u>After 10 days posting:</u> 4.4 Record at the Civil Registry Book of Marriages and assign number 4.5 Sign the "Registered" entry 4.6 Give registered COM and assist client sign the receipt logbook	None	10 minutes	Admin Aide IV MCRO LCR Office
	<b>TOTAL</b>	<b>Php300.00 if late registration</b>	<b>For Delayed Registration 10 days and 24 minutes</b>  <b>For Timely - Reg. - 24 minutes</b>	

## 19. Preparation of Certificate of Marriage

Preparation of Certificate of Marriage for those to be solemnize the Mayor.

<b>Office or Division:</b>	MCR Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Couple to be married			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Marriage License with complete attachment, original copy		LCR Office where the couple applied		
2. List of witnesses, minimum of 2 people		Couple		
3. Payment/O.R.		Tuba Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign at the logbook	1. Give logbook to the client	None	1 minute	Admin Aide IV LCR Office
2. Give the Marriage License and attachment	2. Receive and review document	None	2 minutes	Admin Aide IV LCR Office



3. Receive Order of payment and pay at Window 1, 2, or 3 at the Treasury Office	3.1 Give Order of Payment to client 3.2 Receive payment and issue O.R.	Solemnization Fee for outside license- PhP1,000.00  Solemnization Fee for Tuba License – PhP245.00  Sponsorship Fee – PhP 50.00 per head		Admin Aide IV LCR Office RCC-MTO
4. Review the COM	4.1 Prepare the Certificate of Marriage 4.2 Give to client/s for review 4.3 If no correction, finalize the COM	None	15 minutes without correction  20 minutes with correction	Admin Aide IV LCR Office
4.1 Sign in the logbook 4.2 Proceed to the Mayor's Office for the Solemnization Ceremony	5. Forward the COM to the Mayor's Office, and assist client sign the logbook	None	2 minutes	Admin Aide IV LCR Office
	<b>TOTAL</b>	<b>Solemnization Fee for outside license- PhP1,000.00</b>  <b>Solemnization Fee for Tuba License – PhP245.00</b>  <b>Sponsorship Fee – PhP 50.00 per head</b>	<b>20 minutes with no correction</b>  <b>25 minutes if with correction</b>	

## 20. Filing of Petition Under Republic Act 9048 - Change of First Name (CFN)

Republic Act 9048 - authorizes the Municipal/City Civil Registrar to process change of first name or nickname in the Civil Register without need of a judicial order. Errors that involve the change of age, nationality, sex or status are excluded from the coverage of the Act and must be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	ALL
<b>CHECKLIST OF REQUIREMENTS</b>	
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized



3. Earliest School Records (Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended			
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides			
5. NBI Clearance (2 photocopies)	● NBI Office - CAR			
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital / Public Attorney's Office (PAO) / Notary Public			
7. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public			
8. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	● Appropriate Publishing Agency			
9. Voter's Registration Record (2 certified photocopies)	● COMELEC			
10. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued			
11. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
12. Birth Certificate of children, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
13. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public			
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay			
15. Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document. (1 original, 1 photocopy)	● Notary Public			
16. Other relevant documents	● Institution where the document is issued			
17. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	MCRO Staff MCRO
2. Submit/present PSA copy of the document to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.3 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee at window 1,2 or 3	4.1 Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receive payment and issue O.R.	Php 3,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO



5. Read and sign petition	5.1 Prepare and accomplish the Petition form for Change of First Name 5.2 Let the client read and review the prepared petition before signing	None	45 minutes	Admin. Officer IV / Admin. Officer II MCRO
6. Secure Notice of Publication and submit to the newspaper publisher	6.1 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board. 6.2 Issue the Notice of Publication. 6.3 Advise client to have the Notice of Publication be published in a newspaper of general circulation for two (2) consecutive weeks.	None	6 minutes  15 days (newspaper publication)	Admin. Officer IV / Admin. Officer II / MCR MCRO
7. Comes back to the Office to submit proof of publication (after the 2 consecutive weeks posting period)	7.1 Receive proof of publication 7.2 Check for: - 2 newspaper clippings - Affidavit of publication, before the MCR signs the petition for approval /denial.	None	3 minutes	MCR Admin. Officer IV / Admin. Officer II MCRO
8.1 Receive personal copy of the petition granted by the MCR. 8.2 Secure the sealed petition and mail towards the Legal Division of PSA in Quezon City, through Courier	8.1 Prepare a complete set of petition for first endorsement. 8.2 Properly label and seal in an envelope and give to client to promptly mail to PSA Legal Department, for affirmation. 8.3 Advise client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	Admin. Officer IV / Admin. Officer II MCRO
9.1 Returns to Office to secure Order of Payment 9.2 Proceed to the MTO to pay the required fees	9.1 Issues Order of Payment and advice client to pay at the Treasury Office. 9.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and give to the MCR for review and signature. 9.3 Receive payment and issue OR	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO
10. Receive Certificate of Finality and annotated document	10. Release Certificate of Finality, Record Sheet and Annotated Civil Registry Document (CRD) to petitioner.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCR MCRO
<b>TOTAL:</b>		<b>Php 3,355.00</b>	<b>81 days, 2 hours, 10 minutes</b>	

FILING OF PETITION UNDER REPUBLIC ACT 9048 - CHANGE OF FIRST NAME (CFN) –qualifies for multi stage processing





## 21. RA 9048 - Correction of Clerical Error on Certificate of Live Birth (COLB)

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical errors in an entry in the Civil Register without need of a judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry			
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
3. Certificate of Marriage of Parents (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
4. Certificate of Marriage, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
6. Voter Registration Form (2 certified photocopies)		● COMELEC		
7. Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
8. Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
9. Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
10. Other relevant documents		● Institution where the document is issued		
11. Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Live Birth (COLB) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV/ Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4. Issues Order of Payment and advice client to pay at the Treasury Office.	Php 1,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk/ MTO



5. Read and sign petition	5.1 Prepare and accomplish the Petition form for Correction of Clerical Error. 5.2 Let the client read and review before placing their signature. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes  (10 days posting)	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
6.1 Comes back to Office to receive personal copy of the petition granted by the MCR. 6.2 Secure the sealed granted petition and mail towards the Legal Division of PSA in Quezon City, through Courier	6.1 Prepare a complete set of petition for first endorsement. 6.2 Properly seal and give to client to promptly mail to PSA Legal Department, for affirmation. 6.3 Advice client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
7. Returns to Office to secure Order of Payment and proceed to the MTO to pay the required fees	7. 1 Issues Order of Payment and advice client to pay at the Treasury Office. 7.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and give to the MCR for review and signature.	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO</i>
8. Receive Certificate of Finality and annotated document	8. Release Certificate of Finality, Record Sheet and annotated Civil Registry Document (CRD) tow.	None	5 minutes	<i>Admin. Officer IV / Admin. Officer II MCR MCRO</i>
<b>TOTAL:</b>		<b>Php 1,355.00</b>	<b>76 days, 2 hours, 1 minute</b>	

CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF LIVE BIRTH (COLB) qualifies for multi stage processing

## 22. RA 9048 - Correction of Clerical Error (CCE) on Certificate of Marriage (COM)

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical errors in an entry in the Civil Register without need of a judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.



<b>Office or Division:</b>	Local Civil Registry			
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Certificate of Live Birth of the document owner (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
3.Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
4. Certificate of Marriage of Parents (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
5. Certificate of Marriage, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
6.Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
7.Voter Registration Form (2 certified photocopies)		● COMELEC		
8.Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
9.Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
10.Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
11. Other relevant documents		● Institution where the document is issued		
12.Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Marriage (COM) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV/ Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4. Issues Order of Payment and advice client to pay at the Treasury Office.	Php 1,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO
5. Read and sign petition	5.1 Prepare and accomplish the Petition form for Correction of Clerical Error. 5.2 Let the client read and review before placing their signature. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes  (10 days posting)	Admin. Officer IV / Admin. Officer II MCRO



6.1 Comes back to Office to receive personal copy of the petition granted by the MCR. 6.2 Secure the sealed granted petition and mail towards the Legal Division of PSA in Quezon City, through Courier	6.1 Prepare a complete set of petition for first endorsement. 6.2 Properly seal and give to client to promptly mail to PSA Legal Department, for affirmation. 6.3 Advice client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	Admin. Officer IV / Admin. Officer II MCRO
7>Returns to Office to secure Order of Payment and proceed to the MTO to pay the required fees	7. 1 Issues Order of Payment and advice client to pay at the Treasury Office. 7.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and give to the MCR for review and signature. 7.3 Receive payment and issue OR	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	Admin. Officer IV / Admin. Officer II MCRO  Rev. Collection Clerk-MTO
8.Receive Certificate of Finality and annotated document	8. Release Certificate of Finality, Record Sheet and annotated Civil Registry Document (CRD) tow.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCR MCRO
<b>TOTAL:</b>		<b>Php 1,355.00</b>	<b>76 days, 2 hours, 1 minute</b>	

CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF MARRIAGE (COM) qualifies for multi stage processing

### 23. RA 9048 - Correction of Clerical Error (CCE) on Certificate of Death (COD)

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical errors in an entry in the Civil Register without need of a judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	ALL
<b>CHECKLIST OF REQUIREMENTS</b>	
1.PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)



2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized			
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
6. Voter Registration Form (2 certified photocopies)	● COMELEC			
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued			
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public			
9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay			
10. Other relevant documents	● Institution where the document is issued			
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Live Birth (COLB) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4. Issues Order of Payment and advice client to pay at the Treasury Office.	Php 1,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO
5. Read and sign petition	5.1 Prepare and accomplish the Petition form for Correction of Clerical Error. 5.2 Let the client read and review before placing their signature. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes  (10 days posting)	Admin. Officer IV / Admin. Officer II MCRO
6.1 Comes back to Office to receive personal copy of the petition granted by the MCR. 6.2 Secure the sealed granted petition and mail towards the Legal Division of PSA in Quezon City, through Courier	6.1 Prepare a complete set of petition for first endorsement. 6.2 Properly seal and give to client to promptly mail to PSA Legal Department, for affirmation. 6.3 Advice client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	Admin. Officer IV / Admin. Officer II MCRO



7. Returns to Office to secure Order of Payment and proceed to the MTO to pay the required fees	7. 1 Issues Order of Payment and advice client to pay at the Treasury Office. 7.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and give to the MCR for review and signature. 7.3 Receive payment and issue OR	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	Admin. Officer IV / Admin. Officer II MCRO  Rev. Collection Clerk-MTO
8. Receive Certificate of Finality and annotated document	8. Release Certificate of Finality, Record Sheet and annotated Civil Registry Document (CRD) tow.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCR MCRO
<b>TOTAL:</b>		<b>Php 1,355.00</b>	<b>76 days, 2 hours, 1minute</b>	

CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF DEATH (COD) qualifies for multi stage processing

## 24. Filing of Petition Under Republic Act 10172 - Petition for Correction of Clerical Error in the Day and Month of Birth in the Certificate of Live Birth

Republic Act 10172 – further authorize the MCR/CCR to correct clerical/ typographical error/s in the day and month in the day of birth or sex of a person appearing in the civil register without need of judicial order.

However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
3. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records ( Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital



7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)	● Hospital / Clinic where the document owner was born			
8. Certificate from Employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public			
9. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	● Appropriate Publishing Agency			
10. Voter's Registration Record (2 certified photocopies)	● COMELEC			
11. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued			
12. Marriage Contract, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office			
13. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public			
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay			
15. Other relevant documents	● Institution where the document is issued			
16. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	MCRO Staff MCRO
2. Submit/present PSA copy of the Certificate of Live Birth (COLB) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.3 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4. Issues Order of Payment and advice client to pay at the Treasury Office.	Php 3,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO
5. Reads and sign the petition	5.1 Prepare and accomplish the Petition form for Correction of Clerical Error of the date and month of birth. 5.2 Let the client read and review the prepared petition before signing.	None	45 minutes	Admin. Officer IV / Admin. Officer II MCRO
6. Secure Notice of Publication and submit to the newspaper publisher	6.1 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board. 6.2 Issue Notice of Publication. 6.3 Advise client to have it published in a newspaper of general circulation for two (2) consecutive weeks.	None	6 minutes  15 days (newspaper publication)	Admin. Officer IV / Admin. Officer II / MCR MCRO
7. Come back to the Office to submit proof of	7.1 Receive proof of publication. 7.2 check for:	None	3 minutes	MCR Admin. Officer IV /



publication (after the 2 consecutive weeks posting period)	- 2 newspaper clippings - Affidavit of publication, before the MCR signs the petition for approval /denial.			<i>Admin. Officer II MCRO</i>
8.1 Receive personal copy of the petition granted by the MCR. 8.2 Secure the sealed petition and mail towards the Legal Division of PSA in Quezon City, through Courier	8. Prepare a complete set of petition for first endorsement. 8.2 Properly seal and give to client to promptly mail to PSA Legal Department, for affirmation. 8.3 Advice client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
9.Returns to Office to secure Order of Payment and proceed to the MTO to pay the required fees	9. 1 Issue Order of Payment and advice client to pay at the Treasury Office. 9.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and give to the MCR for review and signature.	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO Loc. Rev. Collection Clerk/ MTO</i>
10.Receive Certificate of Finality and annotated document	10.Release Certificate of Finality, Record Sheet and annotated Civil Registry Document (CRD) to petitioner.	None	5 minutes	<i>Admin. Officer IV / Admin. Officer II MCR MCRO</i>
<b>TOTAL:</b>		<b>Php 3,355.00</b>	<b>81 days, 2 hours, 5 minutes</b>	

FILING OF PETITION UNDER REPUBLIC ACT 10172 - PETITION FOR CORRECTION OF CLERICAL ERROR IN THE DAY AND MONTH OF BIRTH IN THE CERTIFICATE OF LIVE BIRTH qualifies for multi stage processing

## 25. Filing of Petition Under Republic Act 10172 - Petition for Correction of Clerical Error on the Sex of a Person in the Certificate of Live Birth

Republic Act 10172 – further authorize the MCR/CCR to correct clerical/ typographical error/s in the day and month in the day of birth or sex of a person appearing in the civil register without need of judicial order.

However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	ALL





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
3. Earliest School Records (Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)		● School where the client attended		
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)		● Police Station where the client resides		
5. NBI Clearance (2 photocopies)		● NBI Office - CAR		
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)		● Appropriate Health Center / Clinic / Hospital		
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)		● Hospital / Clinic where the document owner was born		
8. Certification issued by accredited Govt. Physician attesting that the petitioner/document owner has not undergone sex change or sex transplant (2 original)		● Municipal / Local Health Office		
9. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)		● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public		
10. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)		● Appropriate Publishing Agency		
11. Voter's Registration Record (2 certified photocopies)		● COMELEC		
12. Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
13. Marriage Contract, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
14. Birth Certificate of children, if any (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
15. Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
16. Current Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
17. Other relevant documents		● Institution where the document is issued		
18. Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Live Birth (COLB) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.3 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the treasury Office to	4. Issues Order of Payment and advice client to pay at the Treasury Office.	Php 3,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO



pay corresponding filing fee				Loc. Rev. Collection Clerk/ MTO
5. Reads and sign the petition	5.1 Prepare and accomplish the Petition form for Correction of Clerical Error on the sex of a person. 5.2 Let the client read and review the prepared petition before signing.	None	45 minutes	Admin. Officer IV / Admin. Officer II MCRO
6. Secure Notice of Publication and submit to the newspaper publisher	6.1 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board. 6.2 Issue Notice of Publication. 6.3 Advise client to have it published in a newspaper of general circulation for two (2) consecutive weeks.	None	6 minutes  15 days (newspaper publication)	Admin. Officer IV / Admin. Officer II / MCR MCRO
7. Comes back to the Office to submit proof of publication (after the 2 consecutive weeks posting period)	7.1 Receive proof of publication. 7.2 Check for: - 2 newspaper clippings - Affidavit of publication, before the MCR signs the petition for approval /denial.	None	3 minutes	MCR Admin. Officer IV / Admin. Officer II MCRO
8. Receive personal copy of the petition granted by the MCR. 8.2 Secure the sealed petition and mail towards the Legal Division of PSA in Quezon City, through Courier	8.1 Prepare a complete set of petition for first endorsement. 8.2 Properly seal and give to client to promptly mail to PSA Legal Department, for affirmation. 8.3 Advise client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/  66 days (Affirmation process)	Admin. Officer IV / Admin. Officer II MCRO
9. Returns to Office to secure Order of Payment and proceed to the MTO to pay the required fees	9.1 Issue Order of Payment and advise client to pay at the Treasury Office. 9.2 Process Certificate of Finality, annotate document and prepare endorsement to the Office of the Civil Registrar General, upon receipt of OCRG's affirmed decision, and gives to the MCR for review and signature. 9.3 Receive payment and issue OR	Sec. Fee Php 55.00 Finality Php 200.00 Cert. True Copy Php 100.00	50 minutes	Admin. Officer IV / Admin. Officer II MCRO  Rev. Collection Clerk-MTO
10. Receive Certificate of Finality and annotated document	10. Release Certificate of Finality, Record Sheet and annotated Civil Registry Document (CRD) to petitioner.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCR MCRO
<b>TOTAL:</b>		<b>Php 3,355.00</b>	<b>81 days, 2 hours, 10 minutes</b>	

FILING OF PETITION UNDER REPUBLIC ACT 10172 - PETITION FOR CORRECTION OF CLERICAL ERROR ON THE SEX OF A PERSON IN THE CERTIFICATE OF LIVE BIRTH qualifies for multi stage processing



## 26. Filing of Migrant Petition Under Republic Act 9048 - Change of First Name (CFN)

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical errors in an entry in the Civil Register without need of a judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

Migrant petition allows a client who migrated to another place within the Philippines to file a petition for correction of his/her Civil Registry document with the LCRO of the place where he/she is presently residing to save transportation cost, time and effort.

The said petition will be sent to the LCRO where the vital event was registered.

<b>Office or Division:</b>	Local Civil Registry	
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)	
<b>Type of Transaction:</b>	G2C – Government to Client 2	
<b>Who may avail:</b>	ALL	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
	2. Baptismal Certificate (3 photocopies)	● Church / Institution where the client was baptized
	4. Earliest School Records (Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (3 photocopies)	● School where the client attended
	5. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (3 photocopies)	● Police Station where the client resides
	6. NBI Clearance (3 photocopies)	● NBI Office - CAR
	7. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (3 photocopies)	● Appropriate Health Center / Clinic / Hospital / Public Attorney's Office (PAO) / Notary Public
	8. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (3 photocopies)	● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public
	9. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	● Appropriate Publishing Agency
	10. Voter's Registration Record (3 certified photocopies)	● COMELEC
	11. Passport / IDs (old & new) (3 photocopies)	● DFA / Agency where the ID is issued
	12. Certificate of Marriage, if applicable (3 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
	13. Birth Certificate of children, if any (3 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
	14. Affidavit of Discrepancy (1 original, 2 photocopy)	● Public Attorney's Office (PAO) / Notary Public
	15. Current Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
	16. Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document. (1 original, 2 photocopy)	● Notary Public
	17. Other relevant documents	● Institution where the document is issued



18. Proof Payment / Official Receipt (3 photocopies)		● Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	MCRO Staff MCRO
2. Submit/present PSA copy of the document to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.3 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4.1 Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receive payment and issue OR	Filing Fee Php 1,000.00 Sec. Fee Php 55.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO
5. Read and sign petition	5.1 Prepare and accomplish the migrant Petition form for Change of First Name 5.2 Let the client read and review the prepared petition before signing	None	45 minutes	Admin. Officer IV / Admin. Officer II MCRO
6. Secure Notice of Publication and submit to the newspaper publisher	6.1 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board. 6.2 Issue the Notice of Publication. 6.3 Advise client to have the Notice of Publication be published in a newspaper of general circulation for two (2) consecutive weeks.	None	6 minutes  15 days (newspaper publication)	Admin. Officer IV / Admin. Officer II / MCR MCRO
7. Comes back to the Office to submit proof of publication (after the 2 consecutive weeks posting period)	7.1 Receive proof of publication 7.2 Check for: - 2 newspaper clippings - Affidavit of publication, and attach to migrant petition.	None	3 minutes	MCR Admin. Officer IV / Admin. Officer II MCRO
8.1 Receive complete set of the sealed migrant petition. 8.2 Mail sealed petition towards the concerned City/Municipal Civil Registry Office where CRD was registered	8.1 Prepare a complete set of migrant petition for endorsement to the concerned City/Mun. Civil Registry Office. 8.2 Properly label and seal migrant petition in an envelope. 8.3 Give to client to promptly mail Migrant Petition towards the concerned City/Municipal Civil Registry Office where CRD was registered.	None	10 minutes	Admin. Officer IV / Admin. Officer II MCRO
<b>TOTAL:</b>		<b>Php 1,055.00</b>	<b>15 days, 1 hour, 18 minutes</b>	

FILING OF MIGRANT PETITION UNDER REPUBLIC ACT 9048 - CHANGE OF FIRST NAME (CFN) qualifies for multi stage processing



## 27. Filing of Migrant Petition Under Republic Act 9048 - Correction of Clerical Error (CCE) on the Certificate of Live Birth (COLB)

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical errors in an entry in the Civil Register without need of a judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

Migrant petition allows a client who migrated to another place within the Philippines to file a petition for correction of his/her Civil Registry document with the LCRO of the place where he/she is presently residing to save transportation cost, time and effort.

The said petition will be sent to the LCRO where the vital event was registered.

<b>Office or Division:</b>	Local Civil Registry			
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
3. Certificate of Marriage of Parents (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
4. Certificate of Marriage, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
6. Voter Registration Form (2 certified photocopies)		● COMELEC		
7. Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
8. Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
9. Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
10. Other relevant documents		● Institution where the document is issued		
11. Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Live Birth (COLB) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	6 minutes	Admin. Officer IV/ Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO



4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4.1 Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receive payment and issue OR	Php 1,000.00	7 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO</i>
5. Read and sign petition	5.1 Prepare and accomplish the Migrant Petition form for Correction of Clerical Error in the Certificate of Live Birth (COLB) 5.2 Let the client read and review the prepared petition before signing. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes  (10 days posting)	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
6.1 Comes back to Office to receive copy of the migrant petition. 6.2 Mail sealed petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered	6.1 Prepare a complete set of migrant petition for endorsement to the concerned City /Municipal Civil Registry Office. 6.2 Properly label and seal migrant petition in an envelope. 6.3 Give to client to promptly mail Migrant Petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered.	None	10 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
<b>TOTAL:</b>		<b>Php555.00</b>	<b>10 days, 1 hour, 15 minutes</b>	

FILLING OF MIGRANT PETITION UNDER REPUBLIC ACT 9048 - CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF LIVE BIRTH (COLB) qualifies for multi stage processing

## 28. Filing of Migrant Petition Under Republic Act 9048 - Correction of Clerical Error (CCE) on the Certificate of Marriage (COM)

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

Migrant petition allows a client who migrated to another place within the Philippines to file a petition for correction of his/her Civil Registry document with the LCRO of the place where he/she is presently residing to save transportation cost, time and effort.

The said petition will be sent to the LCRO where the vital event was registered.

<b>Office or Division:</b>	Local Civil Registry
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)



<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Certificate of Live Birth of the document owner (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
3.Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
4. Certificate of Marriage of Parents (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
5. Certificate of Marriage, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
6.Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
7.Voter Registration Form (2 certified photocopies)		● COMELEC		
8.Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
9.Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
10.Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
11. Other relevant documents		● Institution where the document is issued		
12.Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	<i>Information Officer MO</i>
2. Submit/present PSA copy of the Certificate of Marriage (COM) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	6 minutes	<i>Admin. Officer IV/ Admin. Officer II MCRO</i>
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO</i>
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4.1 Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receive payment and issue OR	Php 1,000.00	2 minutes	<i>Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO</i>
5. Read and sign petition	5.1 Prepare and accomplish the Migrant Petition form for Correction of Clerical Error in the Certificate of Marriage (COM) 5.2 Let the client read and review the prepared petition before signing. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes (10 days posting)	<i>Admin. Officer IV / Admin. Officer II MCRO</i>



6.1 Comes back to Office to receive copy of the migrant petition. 6.2 Mail sealed petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered	6.1 Prepare a complete set of migrant petition for endorsement to the concerned City /Municipal Civil Registry Office. 6.2 Properly label and seal migrant petition in an envelope. 6.3 Give to client to promptly mail Migrant Petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered.	None	10 minutes	Admin. Officer IV / Admin. Officer II MCRO
<b>TOTAL:</b>		Php555.00	<b>10 days, 1 hour, 10 minutes</b>	

FILLING OF MIGRANT PETITION UNDER REPUBLIC ACT 9048 - CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF MARRIAGE (COM) qualifies for multi stage processing.

## 29. Filing of Migrant Petition Under Republic Act 9048 - Correction of Clerical Error (CCE) on Certificate of Death (COD)

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

Migrant petition allows a client who migrated to another place within the Philippines to file a petition for correction of his/her Civil Registry document with the LCRO of the place where he/she is presently residing to save transportation cost, time and effort.

The said petition will be sent to the LCRO where the vital event was registered.

<b>Office or Division:</b>	Local Civil Registry	
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	ALL	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1.PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)	
2.Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized	
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
5.Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
6.Voter Registration Form (2 certified photocopies)	● COMELEC	
7.Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued	





8. Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
9. Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
10. Other relevant documents		● Institution where the document is issued		
11. Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	Information Officer MO
2. Submit/present PSA copy of the Certificate of Death (COD) to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.2 Give requirements to support the intended correction.	None	6 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4.1 Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receives payment and issue OR.	Php 1,000.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO
5. Read and sign petition	5.1 Prepare and accomplish the Migrant Petition form for Correction of Clerical Error in the Certificate of Death (COD) 5.2 Let the client read and review the prepared petition before signing. 5.3 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board.	None	45 minutes  (10 days posting)	Admin. Officer IV / Admin. Officer II MCRO
6.1 Comes back to Office to receive copy of the migrant petition. 6.2 Mail sealed petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered	6.1 Prepare a complete set of migrant petition for endorsement to the concerned City /Municipal Civil Registry Office. 6.2 Properly label and seal migrant petition in an envelope. 6.3 Give to client to promptly mail Migrant Petition towards the concerned City /Municipal Civil Registry Office where the CRD was registered.	None	10 minutes	Admin. Officer IV / Admin. Officer II MCRO
<b>TOTAL:</b>		<b>Php555.00</b>	<b>10 days, 1 hour, 10 minutes</b>	

FILLING OF MIGRANT PETITION UNDER REPUBLIC ACT 9048 - CORRECTION OF CLERICAL ERROR (CCE) ON CERTIFICATE OF DEATH (COD) qualifies for multi stage processing.



### 30. Filing of Migrant Petition Under Republic Act 10172 - Petition for Correction of Clerical Error in the Day and Month of Birth in the Certificate of Live Birth

Republic Act 10172 – further authorize the MCR/CCR to correct clerical/ typographical error/s in the day and month in the day of birth or sex of a person appearing in the civil register without need of judicial order.

However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

<b>Office or Division:</b>	Local Civil Registry			
<b>Classification:</b>	Highly Technical (multi-stage processing under R.A. 9048)			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)		● Philippine Statistics Authority (PSA)		
2. Baptismal Certificate (2 photocopies)		● Church / Institution where the client was baptized		
3. Earliest School Records ( Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)		● School where the client attended		
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)		● Police Station where the client resides		
5. NBI Clearance (2 photocopies)		● NBI Office - CAR		
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)		● Appropriate Health Center / Clinic / Hospital		
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)		● Hospital / Clinic where the document owner was born		
8. Certificate from Employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)		● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public		
9. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)		● Appropriate Publishing Agency		
10. Voter's Registration Record (2 certified photocopies)		● COMELEC		
11. Passport / IDs (old & new) (2 photocopies)		● DFA / Agency where the ID is issued		
12. Marriage Contract, if applicable (2 certified photocopies)		● Philippine Statistics Authority (PSA) / Local Civil Registry Office		
13. Affidavit of Discrepancy (1 original, 1 photocopy)		● Public Attorney's Office (PAO) / Notary Public		
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)		● Municipal Treasury Office / Barangay		
15. Other relevant documents		● Institution where the document is issued		
16. Proof Payment / Official Receipt (2 photocopies)		● Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Assist and let Client sign / log in the logbook	None	2 minutes	MCRO Staff MCRO



2. Submit/present PSA copy of the document to be corrected	2.1 Receive document and examine the error/s. 2.2 Interview client 2.3 Give requirements to support the intended correction.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
3. Submit required documents for initial assessment and verification	3. Receive, check and review the submitted documents as to accuracy and completeness.	None	5 minutes	Admin. Officer IV / Admin. Officer II MCRO
4. Secure Order of Payment and proceed to the Treasury Office to pay corresponding filing fee	4.1. Issues Order of Payment and advice client to pay at the Treasury Office. 4.2 Receives payment and issue OR	Filing Fee Php 1,000.00 Sec. Fee Php 55.00	2 minutes	Admin. Officer IV / Admin. Officer II MCRO Rev. Collection Clerk-MTO
5. Read and sign petition	5.1 Prepare and accomplish the migrant Petition form for Change of First Name 5.2 Let the client read and review the prepared petition before signing	None	45 minutes	Admin. Officer IV / Admin. Officer II MCRO
6. Secure Notice of Publication and submit to the newspaper publisher	6.1 Prepare Notice of Posting to be posted for 10 days on the Bulletin Board. 6.2 Issue the Notice of Publication. 6.3 Advise client to have the Notice of Publication be published in a newspaper of general circulation for two (2) consecutive weeks.	None	6 minutes  15 days (newspaper publication)	Admin. Officer IV / Admin. Officer II / MCR MCRO
7. Comes back to the Office to submit proof of publication (after the 2 consecutive weeks posting period)	7.1 Receive proof of publication 7.2 Check for: - 2 newspaper clippings - Affidavit of publication, and attach to migrant petition.	None	3 minutes	MCR Admin. Officer IV / Admin. Officer II MCRO
8.1 Receive complete set of the sealed migrant petition. 8.2 Mail sealed petition towards the concerned City/Municipal Civil Registry Office where CRD was registered	8.1 Prepare a complete set of migrant petition for endorsement to the concerned City/Mun. Civil Registry Office. 8.2 Properly label and seal migrant petition in an envelope. 8.3 Give to client to promptly mail Migrant Petition towards the concerned City/Municipal Civil Registry Office where CRD was registered.	None	10 minutes	Admin. Officer IV / Admin. Officer II MCRO
<b>TOTAL:</b>		<b>Php 1,055.00</b>	<b>15 days, 1 hour, 18 minutes</b>	

FILING OF MIGRANT PETITION UNDER REPUBLIC ACT 10172 - PETITION FOR CORRECTION OF CLERICAL ERROR IN THE DAY AND MONTH OF BIRTH IN THE CERTIFICATE OF LIVE BIRTH *qualifies for multi stage processing.*