



**LOCAL GOVERNMENT UNIT OF MANAOAG
CITIZEN'S CHARTER
LIST OF SERVICES**

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Office of the Municipal Civil Registrar

External Services

1.ISSUANCE OF CERTIFICATIONS (BIRTH/MARRIAGE/DEATH)

About the service: The office will issue certifications of record of births, marriages, and death from the registry books. There are three kinds of certifications that can be issued: record available, records not available and record destroyed.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to get certifications of record of births, marriages, and death from the registry books</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID of the person securing his/her own records		Client		
For persons securing records of others, Authorization letter from the owner of the document Valid ID of the Owner Valid ID of the Person securing the document		Client		
For parents/spouses/children securing children's/spouses'/parents' records, Parents- Valid ID Spouses-Marriage Contract and ID Children-Birth Certificate and ID		Client Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the requisition slip and present documents needed to secure documents	Receive the requisition slip		5 minutes	<i>Jacinto Melvin Perez Daniel Mejia Jovert Calaunan Jomari Teñoso</i>
2.Pay the required fee	Receive the payment and issue official receipt	Form 1A Local – Php 75.00 Form 1A Abroad–		Municipal Treasury Staff

		Php90.00 Form 2A Local – Php 75.00 Form 2A Abroad– Php90.00 Form 3A Local – Php 75.00 Form 3A Abroad– Php90.00		
3.Wait while the document is verified, typed, processed by the person in-charge	Verify the request Type the document		45 minutes	<i>Jacinto Melvin Perez</i> <i>Daniel Mejia</i> <i>Jovert Calaunan</i> <i>Jomari Teñoso</i>
4.Receive the document from the person in-charge	Release the document to the client		5 minutes	<i>Jacinto Melvin Perez</i> <i>Daniel Mejia</i> <i>Jovert Calaunan</i> <i>Jomari Teñoso</i>

2.REGISTRATION OF BIRTH

About the Service: The registrant will register in the Local Civil Registry Office record of the event of any Live Birth in the jurisdiction of the Municipality.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wish to register record of birth within the jurisdiction of the Municipality</i>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the requisition slip	Receive the requisition slip		5 minutes	<i>Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>
2.Pay the required fee	Receive the payment and issue official receipt	<i>Form 102-Php _____</i>		Municipal Treasury Staff
3.Wait for the posting of registration in the registry book	Post the registration in the registry book		2 days posting in the registry book is done at the end of the day	<i>Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>
4.Receive the registered Birth Certificate from the person/s in-charge	Release the registered Birth Certificate to the client		2 minutes	<i>Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>

3. REGISTRATION OF MARRIAGE.

About the Service: The registrant will register in the Local Civil Registry Office the record of the event of solemnized marriage that took place within the jurisdiction of the municipality

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wish to register record of solemnized marriage within the jurisdiction of the Municipality</i>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Marriage Certificate	Solemnizing Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Marriage Certificate to the person/s in charge	Receive the Marriage Certificate		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
2. Wait for the posting of registration in the registry book	Post the registration in the registry book		2 days posting in the registry book is done at the end of the day	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
3. Receive the registered Marriage Certificate from the person/s in-charge	Release the registered Marriage Certificate to the client		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>

4. REGISTRATION OF DEATH

About the Service: The registrant will register in the Local Civil Registry Office the record of death that took place within the jurisdiction of the municipality.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wish to register record of death within the jurisdiction of the Municipality</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Death		Municipal Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip	Receive the requisition slip		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran Jacinto Melvin Perez</i>

				<i>Jovert Calaunan Jomari Teñoso</i>
2. Bring the Certificate of Death to the attendant of Death/RHU/Physician/Embalmer	Advise the client to bring the Certificate of Death to the attendant of Death/RHU/Physician/Embalmer		Depends on the time consumed by the client/s	<i>Consuelo Fe Bautista Norylyn Ijiran Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>
3. Pay the assessed fee to the person in charge.	Receive payment of assessed fee & issue Official Receipt			<i>Municipal Treasury Staff</i>
4. Submit the duly accomplished Certificate of Death to the person/s in charge	Receive the duly accomplished Certificate of Death		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>
5. Wait while the registration is posted in the registry book by the person/s in charge	Post the registration in the registry book		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>
6. Receive the registered Certificate of Death from the person /s in-charge	Release the registered Death Certificate to the client		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran Jacinto Melvin Perez Jovert Calaunan Jomari Teñoso</i>

5. APPLICATION FOR LATE REGISTRATION OF BIRTH

About the Service: The registration of record of Live Birth not duly registered within the 30 days period of regular registration will be registered under the late registration.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wish to register the record of live birth not registered within the 30 days period of regular registration</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Affidavit of Two Disinterested Persons b. Negative Certification of Birth c. Affidavit of Attendant at Birth d. Affidavit of Barangay Captain e. Any two of the following: - Baptismal Certificate - Voter's Affidavit - School Records (Form 137) - Income Tax Return of Parents/Insurance Policy - Medical Records f. Marriage Certificate (if married) g. Community Tax Certificate		Lawyer PSA Lawyer Lawyer Church COMELEC School Attended BIR/Insurance Agency Hospital/client's copy Municipal Civil Registrar's Office Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person/s in-charge	Receive the documents for evaluation		15 minutes	<i>Jacinto Melvin Perez Daniel Mejia Jovert Calaunan Jomari Teñoso</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue OR	1 month – 6 months – Php100.00 7 months – 1 year – Php 150.00 2 years – 10 years – Php 200.00 10 years above – Php 300.00		<i>Municipal Treasury Staff</i>

3.Wait for 12 days for the posting of your application	Process the application for posting		12 days (posting)	Jacinto Melvin Perez Daniel Mejia Jovert Calaunan Jomari Teñoso
4.Receive the registered Birth Certificate from the person/s in-charge	Release the Registered Birth Certificate to the client		5 minutes	Jacinto Melvin Perez Daniel Mejia Jovert Calaunan Jomari Teñoso

6. APPLICATION FOR LATE REGISTRATION OF MARRIAGE

About the Service: The registration of record of marriage not duly registered within the 30 days period of regular registration will be registered under the late registration.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizens (G2C)	
Who may avail:	<i>Individuals who wish to register the record of marriage not registered within the 30 days period of regular registration</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a. Sworn Statement by the Contracting Parties	Lawyer	
b. Negative Certification of Marriage	PSA	
c. Affidavit of Solemnizing Officer	Lawyer	
d. Affidavit of Two Principal Sponsors	Lawyer	
e. Duly accomplished Certificate of Marriage	Solemnizing Officer	
f. Application for Marriage License	Municipal Civil Registrar's Office	
g. Community Tax Certificate	Municipal Treasury Office	
h. Other requirements needed as evaluated by the personnel in-charge	Clients	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person/s in-charge	Receive the documents for evaluation		15 minutes	<i>Anna Marie Baguio</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Late Registration of Marriage Certificate Fee – Php 300.00		<i>Municipal Treasury Staff</i>
3. Wait for 12 days for the posting of your application	Process the application for posting		12 days (posting)	<i>Anna Marie Baguio</i>
4. Receive the registered Marriage Certificate from the person/s in-charge	Release the Registered Marriage Certificate to the client		5 minutes	<i>Anna Marie Baguio</i>

7. APPLICATION FOR LATE REGISTRATION OF DEATH

About the Service: The registration of record of death not duly registered within the 30 days period of regular registration will be registered under the late registration.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wish to register the record of death not registered within the 30 days period of regular registration</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Duly accomplished Death Certificate b. Negative Certification of Death c. Affidavit of Attendant at Death d. Affidavit of Nearest Kin e. Affidavit of Funeral Service Operator f. Affidavit of Cemetery Caretaker g. Community Tax Certificate h. Affidavit of Two Disinterested Persons (attended the wake and funeral)		Municipal Civil Registrar's Office PSA Lawyer Lawyer Lawyer Lawyer Municipal Treasury Office Lawyer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person/s in-charge	Receive the documents for evaluation		15 minutes	<i>Anna Marie Baguio Norylyn Ijiran</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Late Registration of Marriage Certificate Fee – Php 300.00		<i>Municipal Treasury Staff</i>
3. Wait for 12 days for the posting of your application	Process the application for posting		12 days (posting)	<i>Anna Marie Baguio Norylyn Ijiran</i>
4. Receive the registered Death Certificate from the person/s in-charge	Release the Registered Death Certificate to the client		5 minutes	<i>Anna Marie Baguio Norylyn Ijiran</i>

8. APPLICATION FOR LATE REGISTRATION OF MARRIAGE

About the Service: The registration of record of marriage not duly registered within the 30 days period of regular registration will be registered under the late registration.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wish to register the record of marriage not registered within the 30 days period of regular registration</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Sworn Statement by the Contracting Parties Negative Certification of Marriage Affidavit of Solemnizing Officer Affidavit of Two Principal Sponsors Duly accomplished Certificate of Marriage Application for Marriage License Community Tax Certificate Other requirements needed as evaluated by the personnel in-charge 		Lawyer PSA Lawyer Lawyer Solemnizing Officer Municipal Civil Registrar's Office Municipal Treasury Office Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person/s in-charge	Receive the documents for evaluation		15 minutes	<i>Anna Marie Baguio</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Late Registration of Marriage Certificate Fee – Php 300.00		<i>Municipal Treasury Staff</i>

4.Wait for 12 days for the posting of your application	Process the application for posting		12 days (posting)	<i>Anna Marie Baguio</i>
5.Receive the registered Marriage Certificate from the person/s in-charge	Release the Registered Marriage Certificate to the client		5 minutes	<i>Anna Marie Baguio</i>

9. APPLICATION FOR MARRIAGE LICENSE

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizens (G2C)	
Who may avail:	<i>Couples who wish to apply for marriage license</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a. Birth/Baptismal Certificate	Municipal Civil Registrar's Office/Church	
b. Parental Consent (for applicants less than 21 years old)	Municipal Civil Registrar's Office	
c. Parental Advice (for applicants 21 – 25 years old)	Municipal Civil Registrar's Office	
d. Certificate of Legal Capacity to Marry (for foreigners)	Embassy	
e. Divorce/Court Decree/Certificate of Finality (if divorced/annulled)	Trial Court	
f. Certificate of No Marriage (for both applicants)	PSA	
g. Death Certificate of previous spouse (if widow/widower)	Municipal Civil Registrar's Office/PSA	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge and fill up the AML Form	- Receive the documents for evaluation and advise the clients to attend the Pre-marriage Counseling at MSWDO and POPCOM Office & to return to MCRO after the seminar		20 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
2. Attend Pre-marriage Counseling Seminar at MSWDO & MPO	Conduct a one-day Pre-Marriage Counseling Seminar		For scheduling every Thursday only	MSWDO/ MPO
3. Return for the MCRO to submit Certificates from said seminars to the person in-charge	Receive submitted documents for evaluation		20 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
4. Pay the assessed fees to the person in-charge	Receive the assessed payment and issue Official Receipt	Civil wedding– Php1,750.00 Church Wedding– Php975.00	5 minutes	Municipal Treasury Office
5. Wait for 12 days for the posting of your application	Process the application for posting Register the AML in the registry book		12 days (posting)	<i>Consuelo Fe Bautista Norylyn Ijiran</i>

6.Receive the Registered Marriage License	Release the registered Marriage License to the client		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
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10. APPLICATION OF MARRIAGE UNDER ARTICLE 34 OF THE FAMILY CODE
(if the Solemnizing Officer is the Municipal Mayor)

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Couples who wish to marry living together for at least 5 years</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Affidavit of Cohabitation b. Affidavit of Solemnizing Officer c. Certificate of No Marriage (from the National Statistics Office)		Lawyer Lawyer PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	- Receive the documents for evaluation		15 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Article 34– Php1,375. 00		Municipal Treasury Office
3.Wait while the application is being processed by the person in-charge	Process the application		30 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>

4.Receive the application of marriage from the person in-charge	Release the application for marriage to the client		5 minutes	<i>Consuelo Fe Bautista Norylyn Ijiran</i>
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11. REGISTRATION OF LEGAL INSTRUMENTS (LEGITIMATION)

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to apply legitimation of their register of birth</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Child's Certificate of Live Birth b. Marriage Certificate of parents c. Affidavit of Legitimation (parents) d. Certificate of No Marriage (parents) e. Community Tax Certificate (parents)		Municipal Civil Registrar's Office Municipal Civil Registrar's Office Lawyer PSA Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran Jovert Calaunan</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Copy of Attachments Fee – Php 300.00		Municipal Treasury Office

3.Wait while the application is being processed by the person in-charge	Process the application and register the Affidavit of Legitimation in the Legal Instrument registry book		1 hour	<i>Norylyn Ijiran Jovert Calaunan</i>
4.Receive the application of legitimation from the person/s in-charge	Release the application for legitimation to the client		5 minutes	<i>Norylyn Ijiran Jovert Calaunan</i>

12. REGISTRATION OF LEGAL INSTRUMENTS (ACKNOWLEDGEMENT/ADMISSION OF PATERNITY)

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to apply for acknowledgement/admission of paternity</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Child's Birth Certificate b. Affidavit of Acknowledgement/Admission of Paternity c. Community Tax Certificate (child's father)		Municipal Civil Registrar's Office Lawyer Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Jovert Calaunan</i>

2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Legitimation and Certified True Copy of Attachments Fee – Php 1,000.00		Municipal Treasury Office
3. Wait while the application is being processed by the person in-charge	Process the application and register the Affidavit of Acknowledgment/ Admission of Paternity in the Legal Instrument registry book		1 hour	<i>Jovert Calaunan</i>
4. Receive the application of Acknowledgment/ Admission of Paternity from the person/s in-charge	Release the application for Acknowledgment/ Admission of Paternity to the client		5 minutes	<i>Jovert Calaunan</i>

13. REGISTRATION OF LEGAL INSTRUMENTS (RA9255/Affidavit to Use the Surname of the Father)

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wants to apply for RA 9255/ Affidavit to Use the Surname of the Father</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Child's Certificate of Live Birth b. Affidavit to Use the Surname of the Father c. Affidavit of Consent by the Mother d. Child's Consent (if child is 18 years old and above) e. Community Tax Certificate (parents)		Municipal Civil Registrar's Office Lawyer Lawyer Municipal Civil Registrar's Office Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Jovert Calaunan</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	RA 9255 & Certified True Copy of Attachment Fee – Php 800.00		Municipal Treasury Office
3. Wait while the application is being processed by the person in-charge	Process the application and register the Affidavit to Use the Surname of the Father in the Legal Instrument registry book		1 hour	<i>Jovert Calaunan</i>
4. Receive the application of RA 9255 from the person/s in-charge	Release the application for RA 9255 to the client		5 minutes	<i>Jovert Calaunan</i>

14. SUPPLEMENTAL REPORT

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to request for Supplemental Report</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Certificate of Live Birth b. Affidavit of Supplemental Report c. Community Tax Certificate d. Documents required by the MCR to support the Supplemental Report		Municipal Civil Registrar's Office Lawyer Municipal Treasury Office Clients Files		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Anna Marie Baguio</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Supplemental Report & Certified True Copy of Attachments Fee – Php 500.00		Municipal Treasury Office
3. Wait while the application is being processed by the person in-charge	Process the application for Supplemental Report		1 hour	<i>Anna Marie Baguio</i>
4. Receive the application for Supplemental Report	Release the application for Supplemental Report to the client		5 minutes	<i>Anna Marie Baguio</i>

15. OUT OF TOWN REPORTING OF LATE REGISTRATION OF BIRTH

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to apply for out of town reporting of late registration of birth</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Affidavit of Two Disinterested Persons b. Sworn Statement (subject) c. Negative Certification of Birth d. Any two of the following: <ul style="list-style-type: none"> - Baptismal Certificate - Voter's Registration - School Records (Form 137) - Medical Records - Marriage Certificate (if married) - Community Tax Certificate 		Lawyer Municipal Civil Registrar's Office PSA Church COMELEC School Attended Hospital/Personal File Municipal Civil Registrar's Office Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Out of Town Reporting of Late Registration of Birth—Php 300.00		Municipal Treasury Office

3. Purchase a Postal Money Order to be sent to the concern LCRO for processing and misc. fees	Issue a Postal Money Order		-----	Postal Office
4. Submit the PMO to the person in-charge to be sent to LCR concern	Receive the PMO to be sent to the concern LCRO for processing and misc. fees		5 minutes	<i>Norylyn Ijiran</i>
5. Wait for 12 days posting for the application	Process the application for posting		12 days	<i>Norylyn Ijiran</i>
6. Receive the application for the Out of Town reporting/registration of Birth Certificate	Release the application for out of town birth registration to the client		5 minutes	<i>Norylyn Ijiran</i>
7. Send the received documents to the LCRO concern for registration of Birth Certificate			Depends on the concern LCRO	<i>LCRO Concerned</i>

16. OUT OF TOWN REPORTING OF LATE REGISTRATION OF MARRIAGE

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wants to apply for out of town reporting of late registration of marriage</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Affidavit for Late Registration by Contracting Parties b. Affidavit of Two Disinterested Persons c. Duly Accomplished Marriage Certificate d. Community Tax Certificate e. Negative Certification of Marriage f. Other requirements needed as advised by the personnel in-charge/MCR		Lawyer	Lawyer	Solemnizing Officer
		Municipal Treasury Office	PSA	Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Out of Town Reporting of Late Registration of Marriage–Php 300.00		Municipal Treasury Office
3. Purchase a Postal Money Order to be sent to the concern LCRO for processing and misc.fees	Issue a Postal Money Order		-----	Postal Office
4. Submit the PMO to the person in-charge to be sent to LCR concern	Receive the PMO to be sent to the concern LCRO for processing and misc.		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>

	fees			
5.Wait for 12 days posting for the application	Process the application for posting		12 days	<i>Norylyn Ijiran Anna Marie Baguio</i>
6.Receive the application for the Out of Town reporting/registration of Marriage Certificate	Release the application for out of town birth registration of Marriage Certificate to the client		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
7.Send the received documents to the LCRO concern for registration of Marriage Certificate			Depends on the concern LCRO	<i>LCRO Concerned</i>

17. OUT OF TOWN REPORTING OF LATE REGISTRATION OF DEATH

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizens (G2C)	
Who may avail:	<i>Individuals who wants to apply for out of town reporting of late registration of death</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a. Duly accomplished Death Certificate	Municipal Civil Registrar's Office	
b. Negative Certification of Death	PSA	
c. Affidavit of Nearest Kin	Lawyer	
d. Community Tax Certificate	Municipal Treasury Office	
e. Affidavit of Two Disinterested Persons	Lawyer	
f. Other documents as required by the personnel in-charge/MCR	Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	Out of Town Reporting of Late Registration of Death–Php 300.00		Municipal Treasury Office
3.Purchase a Postal Money Order to be sent to the concern LCRO for processing and misc.fees	Issue a Postal Money Order		-----	Postal Office
4.Submit the PMO to the person in-charge to be sent to LCR concern	Receive the PMO to be sent to the concern LCRO for processing and misc. fees		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
5.Wait for 12 days posting for the application	Process the application for posting		12 days	<i>Norylyn Ijiran Anna Marie Baguio</i>
6.Receive the application for the Out of Town reporting/registration of Death Certificate	Release the application for out of town birth registration of Death Certificate to the client		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>

7. Send the received documents to the LCRO concern for registration of Marriage Certificate			Depends on the concern LCRO	<i>LCRO Concerned</i>

18. APPLICATION FOR CORRECTION OF CLERICAL ERROR

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wants to request for correction of clerical error</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Verified Petition Supporting Documents b. Documents required by the MCR		Client Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
2. Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	RA 9048 Filing Fee– Php1,000.00		Municipal Treasury Office
3. Wait for the verified petition for the petitioner/client to sign	Prepare verified petition for the petitioner		1 hour	<i>Norylyn Ijiran Anna Marie Baguio</i>

4.Wait while the petition/application is affirmed by the OCRG-PSA	Process the application		3 months	PSA Legal Office
5.Pay the required fees if the application is approved	Receive payment of assessed fee and issue Official Receipt	CTC – Certificate of Finality and Attachments – Php 350.00	----- -	Municipal Treasury Office
6.Wait for the endorsement of the finality of the approved petition	Prepare the endorsement of the finality of the approved petition		1 hour	<i>Norylyn Ijiran Anna Marie Baguio</i>
7.Receive the endorsement of the finality of the approved petition	Release the approved petition to the client		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>

19. APPLICATION FOR CHANGE OF FIRST NAME

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple Transaction	
Type of Transaction:	Government to Citizens (G2C)	
Who may avail:	<i>Individuals who wants to request for change of first name</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a. Verified Petition supporting documents	Client	
b. NBI Clearance	NBI	
c. Police Clearance	PNP	
d. Employer's Clearance (if employed)	Employer	
e. Affidavit of Non-Employment (if not employed)	Lawyer	
f. Documents required by LCR	Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		30 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	RA 9048 CFN FILING FEE – Php 3,000.00	-----	Municipal Treasury Office
3.Wait for the verified petition for the petitioner/client to sign	Prepare verified petition for the petitioner		1 hour	<i>Norylyn Ijiran Anna Marie Baguio</i>
4.Wait while the application is published in the Newspaper by the person	Publish in the Newspaper		2 consecutive weeks	Publication
5.Wait while the petition/application is affirmed by the OCRG-PSA	Process the application		3 months	PSA Legal Office
6.Wait for the endorsement of the finality of the approved petition	Prepare the endorsement of the finality of the approved petition		1 hour	<i>Norylyn Ijiran Anna Marie Baguio</i>
7.Receive the endorsement of the finality of the approved petition	Release the approved petition to the client		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>

20. JUDICIAL DECREES

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	<i>Individuals who wants to request endorsement of Court Decree</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> a. Court Decision b. Entry of Final Judgment c. Deed/Certificate of Registration d. Certificate of Authenticity 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	CTC Attachments – Php 50.00 (x the number of copies)	-----	Municipal Treasury Office
3.Wait while the endorsement of the Court Decree is processed	Prepare the endorsement of the Court Decree		1 hour	<i>Norylyn Ijiran Anna Marie Baguio</i>
4.Receive the endorsement of the Court Decree by the person in-charge	Release the prepared endorsement of the Court Decree to the client		5 minutes	<i>Norylyn Ijiran Anna Marie Baguio</i>

21. CIRCULAR 91-6 – Transfer of Civil Registration Documents Erroneously Registered in a Local Civil Registry Office

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	<i>Individuals who wants to request</i> Transfer of Civil Registration Documents Erroneously Registered in a Local Civil Registry Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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a. Photocopies of the document to be transferred	Municipal Civil Registrar’s Office
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the required documents for evaluation to the person in-charge	Receive the documents for evaluation		15 minutes	<i>Anna Marie Baguio</i>
2.Pay the assessed fee to the person in-charge	Receive payment of assessed fee and issue Official Receipt	CTC Attachments – Php 50.00 (x the number of copies)	-----	Municipal Treasury Office
3.Wait while the application is processed	Process the application and make correspondence to the concern LCR re: the transfer of document pursuant to Circular 91-6		1 hour	<i>Anna Marie Baguio</i>
4.Receive the processed documents from the person in charge	Release the documents to the client for courier to the LCRO where documents should be registered		5 minutes	<i>Anna Marie Baguio</i>

