

## LOCAL CIVIL REGISTRY

### ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

**ABOUT THE SERVICE:** To register every citizen and to have a name and legal identity to be known in the community.  
**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 30 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	Review/ verification of document/s requested	5 minutes	Roldan B. Luna Edna B. Anog Raquel M. Atienza Maria Luisa V. Atienza
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	-Prepare the document/s requested. -Verify and sign of the mcr. -Releasing of the document/s requested	25 minutes	Cleofe A. Albindo Janine A. Torres Aizel Joy C. Lingahan Zarah Jane I. De Villa Joshua A. Alpasan Edcel M. Medrano

### REGISTRATION OF BIRTH, MARRIAGE AND DEATH

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 30 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	-Receive, review and verify documents submitted. -Prepare/ encode birth/ death/ marriage certificate	18 minutes	Roldan B. Luna Grace D. Aldea Maria Luisa V. Atienza
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	-Review and sign of the person requested the document/s. -Review and sign of the mcr. -Releasing of the document/s requested	12 minutes	Raquel M. Atienza Ma. Luisa L. Gado Cleofe A. Albindo

## REGISTRATION OF COURT ORDERS / DECREES AND REQUEST FOR ANNOTATED RECORDS

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 35 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	-Receive, review and verify documents submitted.	3 minutes	Roldan b. Luna
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	-Prepare/ encode court order/ decrees. -Review/ verification of document/s prepared. -Review and sign of the mcr. -Releasing of the document/s requested	32 minutes	Nila b. Flores Yolanda p. Alib

## REGISTRATION OF LEGAL INSTRUMENTS

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 35 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	-Receive, review and verify documents submitted.	3 minutes	Roldan b. Luna
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	-Prepare/ encode information on legal instruments -Review/ verification of document/s prepared. -Review and sign of the mcr. -Releasing of the document/s requested	32 minutes	Nila b. Flores Yolanda p. Alib

## LEGITIMATION

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 35 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	-Receive, review and verify documents submitted.	3 minutes	Roldan b. Luna
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	-Prepare/ encode information on legitimation. -Review/ verification of document/s prepared. -Review and sign of the mcr. -Releasing of the document/s requested	32 minutes	Nila b. Flores Yolanda p. Alib

## ENDORSEMENT

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 30 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
1. Write/ fill up the needed information for the requested document/s.	-Receive, review and verify documents submitted.	8 minutes	Roldan b. Luna
2. Payment of fees to the municipal treasurer's office. Return and present the official receipt	- Prepare the document/s requested. -Review and sign of the mcr. -Releasing of the document/s requested	22 minutes	Nila b. Flores Yolanda p. Alib

## DELAYED REGISTRATION OF CIVIL REGISTRY RECORD OF BIRTH, MARRIAGE AND DEATH

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 40 minutes

**HOW TO AVAIL THE SERVICE:**

<b>STEPS INVOLVED</b>	<b>ACTION OF THE PROVIDER</b>	<b>TRANSACTION TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Write/ fill up the needed information for the requested document/s.</b>	-Receive, review and verify documents submitted.	3 minutes	Yolanda P. Alib
<b>2. Payment of fees to the municipal treasurer's office. Return and present the official receipt</b>	- Prepare/ encode birth/ death/ marriage certificate - Prepare documents for publication and posting. -Review and sign of the person requested the document/s. -Review and sign of the mcr -Releasing of the document/s requested after 10 days of posting	37 minutes	Maria Luisa V. Atienza  Edna B. Anog  Zarah Jane I. De Villa  Aizel Joy C. Lingahan  Roldan B. Luna

**APPLICATION FOR MARRIAGE LICENSE**

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)

**TOTAL TRANSACTION TIME:** 30 minutes

**HOW TO AVAIL THE SERVICE:**

<b>STEPS INVOLVED</b>	<b>ACTION OF THE PROVIDER</b>	<b>TRANSACTION TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Write/ fill up the needed information for the requested document/s.</b>	-Receive, review and verify documents submitted -Prepare application for marriage license	13 minutes	Grace D. Aldea  Raquel M .Atienza  Ma. Luisa L. Gado
<b>2. Payment of fees to the municipal treasurer's office. Return and present the official receipt</b>	- Review and sign of the applicants to the documents prepared -Interview with the applicants. -Review, sign and release of the documents by the mcr	17 minutes	Maria Luisa V. Atienza  Zarah Jane I. De Villa  Edcel M. Medrano Roldan B. Luna

## ISSUANCE OF MARRIAGE LICENSE

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 20 minutes  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
<b>1. Write/ fill up the needed information for the requested document/s.</b>	-Receive, review and verify documents submitted -Prepare application for marriage license	8 minutes	Roldan B. Luna Grace D. Aldea Edna B. Anog Raquel M .Atienza
<b>2. Payment of fees to the municipal treasurer's office. Return and present the official receipt</b>	- Review and sign of the applicants to the documents prepared -Releasing of the documents requested	12 minutes	Ma. Luisa L. Gado Cleofe A. Albindo Janine A. Torres

## PETITION FOR CHANGE OF FIRST NAME (CFN), GENDER, DATE/ MONTH OF BIRTH AND CORRECTION OF CLERICAL ERROR/S (CCE)

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)  
**TOTAL TRANSACTION TIME:** 1 hour  
**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
<b>1. Write/ fill up the needed information for the requested document/s.</b>	-Receive, review and verify documents submitted	10 minutes	
<b>2. Payment of fees to the municipal treasurer's office. Return and present the official receipt</b>	- Prepare petition. Review/ verification of document/s prepared. -Review and sign of the person requested the document/s. -Prepare documents for the publication and posting of the petition. -Review/ sign/ approval of the mcr. -Prepare the approved	50 minutes	Roldan B. Luna Nila B. Flores Yolanda P. Alib Grace D. Aldea

	document/s for transmittal/ endorsement to psa manila		
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### REGISTRATION OF FOUNDLING / ABANDONED CHILD

**SERVICE SCHEDULE:** Monday-Friday (8:00AM – 5:00PM)

**TOTAL TRANSACTION TIME:** 30 minutes

**HOW TO AVAIL THE SERVICE:**

STEPS INVOLVED	ACTION OF THE PROVIDER	TRANSACTION TIME	PERSON RESPONSIBLE
<b>1. Write/ fill up the needed information for the requested document/s.</b>	<ul style="list-style-type: none"> <li>- Receive, review and verify documents submitted.</li> <li>-Prepare the document/s requested</li> <li>-Review/ verification of the document/s prepared.</li> <li>-Review and sign of the mcr.</li> <li>-Releasing of the document/s requested</li> </ul>	30 minutes	<p style="text-align: center;">Roldan B. Luna</p> <p style="text-align: center;">Nila B. Flores</p> <p style="text-align: center;">Yolanda P. Alib</p>