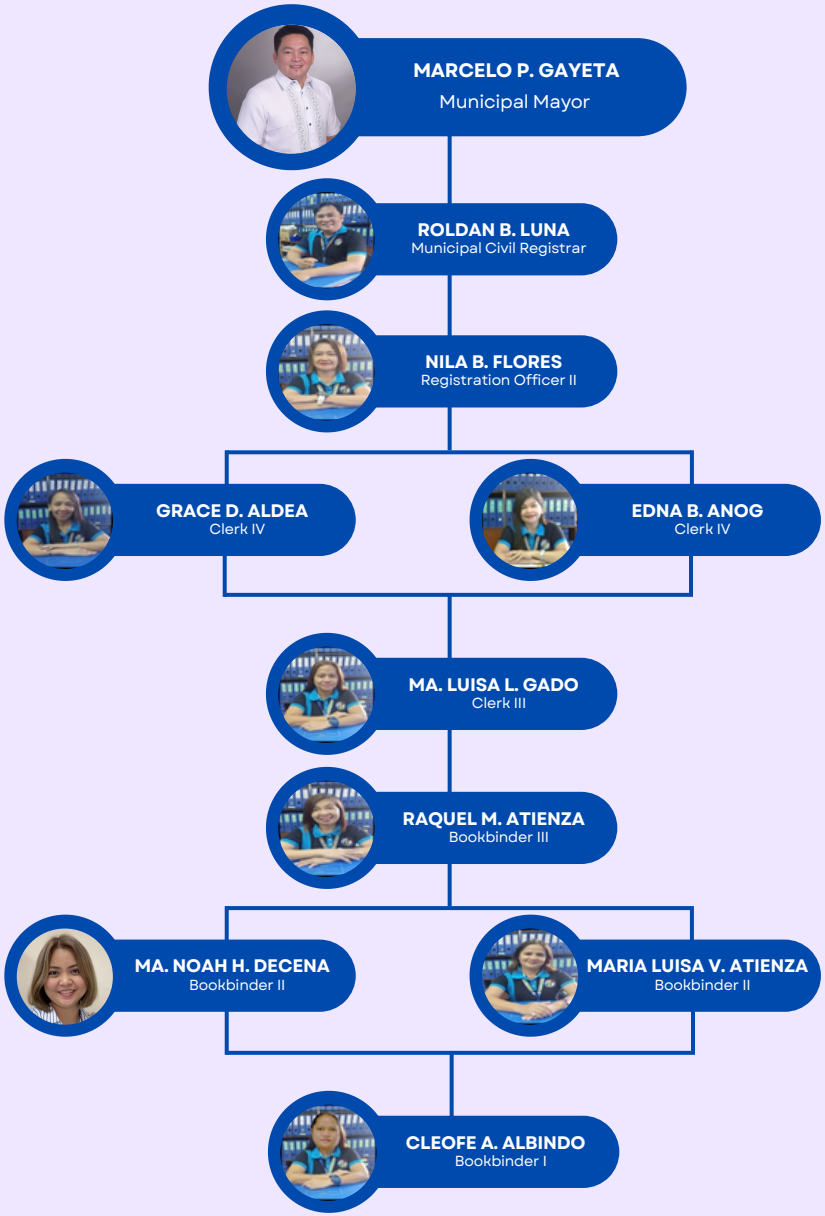
LOCAL CIVIL REGISTRY OFFICE

Organizational Chart



OFFICE OF THE MUNICIPAL CIVIL REGISTRY

VISION: Committed to achieve the highest standard in the field of Civil Registration services.

MISSION: To provide fast and accurate response and issuance of Civil Registry documents to the client in the Municipality of Sariaya.

1. ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF THE OWNER OF THE DOCUMENT: Government Issued ID	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG
IF NOT THE OWNER OF THE DOCUMENT: Government Issued ID Authorization Letter, Special Power of Attorney, or Court Order	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG Private Notarial Office, Court
PARENTS One (1) Original ID Note: Name of requesting parent must be stated in the birth certificate of the child.	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requested documents.	1.1 Receives and verify the document presented and issue the Order of Payment.	None	5 minutes	Raquel M. Atienza Bookbinder III Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV Cleofe A. Albindo Bookbinder I
2. Pay the required fees at the Mun. Treasurer's Office	2.1 Accept the payment based on the Order of Payment and issue the Official Receipt	CTC of Birth/ Marriage/ Death Cert. PHP 100.00 CTC Birth/ Marriage/ Death Cert. PHP 60.00	10 minutes	Mildred L. Aquino LTOA
3. Return and present the Official Receipt to the Local Civil Registry Office	3.1 Attach the Official Receipt to the document requested & sign	None	1 minute	Roldan B. Luna Municipal Civil Registrar
	TOTAL:		16 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

2. REGISTRATION AND ISSUANCE OF ORIGINAL LOCAL COPY OF BIRTH CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen
Who may avail:	All with Maternal/ Legal Age (15 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF PARENTS ARE MARRIED: Original Copy or One (1) Photocopy of Marriage Contract	Local Civil Registry Office/ Philippine Statistics Authority (PSA)
IF PARENTS ARE NOT MARRIED: Affidavit to Use the Surname of the Father (AUSF) Original Copy of Government Issued ID/ Cedula	Local Civil Registry Office BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/ PHILHEALTH/ Brgy. or in the Mun. Treasurer's Office
IF PARENTS ARE MINOR: Presence of minor's parent (Either Mother/ Father) Original Copy of Cedula of the parent	Barangay or in the Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSI-BLE
1. Present the required document/s	1.1 Receives, reviews, registers, encodes and sign the document presented for registration of Birth Certificate and issue the Order of Payment.	None	10 minutes	Maria Luisa V. Atienza Bookbinder II Ma. Luisa L. Gado Clerk III Edna B. Anog Clerk IV
2. Pay the required fees for AUSF at the Municipal Treasurer's Office and return to LCR office	2.1 Accept the payment, process and issue official receipt	AUSF PHP 200.00 Sworn Statement of Admission of Paternity PHP 100.00	10 minutes	Mildred L. Aquino LTOA
Sign the birth certificate and/or AUSF	3.1 Release one (1) original copy of Birth Certificate to the client	None	1 minutes	Roldan B. Luna Municipal Civil Registrar
	TOTAL:		21 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

3. REGISTRATION AND ISSUANCE OF ORIGINAL LOCAL COPY OF MARRIAGE CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of Marriage Contract	Office of the Municipal Mayor/ Parish Church

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document	1.1 Receives, reviews, registers, encodes and signs the marriage contract presented for registration.	None	18 minutes	Ma. Luisa L. Gado Claerk III Grace D. Aldea Clerk IV Roldan B. Luna Municipal Civil Registrar
2. Client receives the registered Certificate of Marriage	2.1 Releases the registered Certificate of Marriage to the client	None	2 minutes	Ma. Luisa L. Gado Claerk III Grace D. Aldea
	TOTAL:		20 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

4. REGISTRATION AND ISSUANCE OF ORIGINAL LOCAL COPY OF DEATH CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Birth Certificate/Copy of Marriage Contract/ Baptismal IF NO RECORD OF BIRTH AT THE TIME OF DEATH, Certification from the Barangay	Office of the Local Civil Registry/ Parish Church Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document	1.1 Receives, reviews, registers and encodes the death certificate presented for registration.	None	5 minutes	Maria Luisa V. Atienza Bookbinder II Edna B. Anog Clerk IV Roldan B. Luna Municipal Civil Registrar
2. Proceed to Municipal Health Officer (for signature)	2.1 Review and indicate cause of death and sign	None	20 minutes	Dra, Constancia P. Catarroja
3. Proceed the Death Certificate to the funeral service (for signature)	3.1 Review the Death Certificate & sign	None	10 minutes	Funeral Service
4. Proceed the Death Certificate to the Office of the Sangguniang Bayan and pay the corresponding burial permit	4. 1. Receive payment	PHP 100.00	10 minutes	Lorna D. Marcuap Bookbinder III
5. Client receives the registered Certificate of Death	5.1 Reviews, signs and releases the registered Certificate of Death to the client	None	1 minute	Maria Luisa V. Atienza Bookbinder II Edna B. Anog Clerk IV Roldan B. Luna Municipal Civil Registrar
	TOTAL:		46 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

5. ISSUANCE OF ANNOTATED RECORD OF CIVIL REGISTRY DOCUMENTS WITH COURT ORDERS/ DECREES FOR NULLITY OF MARRIAGE/ LEGAL SEPARATION

The following are registrable court decrees:

- Decree of Legal Separation
- Declaration of Nullity of Marriage
- Court decisions or orders to correct or change entries in any certificate of birth, marriage or death
- Declaration of Presumptive Death
- Repatriation of voluntary renunciation of citizenship
- Court decision recognizing or acknowledging natural children impugning or denying such recognition or acknowledgement
- Judicial determination of maternity affiliation
- Aliases

Office or Division	Local Civil Registry Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original/ Certified copy of Court Decision	Court
Certificate of Finality of Final Judgement	Court
Certificate of court registration	Municipal/ City Civil Registrar where the court order was issued
Certificate of Authenticity	Municipal/ City Civil Registrar where the court order was issued
PSA copy of Birth/ Death/ Marriage Certificate	PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the required documents	1.1 Receives, reviews and verify the completeness of the documents submitted 1.2 Prepare Annotation for the document 1.3 Prepare the Endorsement to PSA and issue Order of Payment to Treasurer's Office	None None None	2 minutes 15 minutes 11 minutes	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer
2. Pay the corresponding fees at the Mun. Treasurer's Office	2.1 Accept the payment process and issue official receipt	Annulment of Marriage/Divorse/ Legal Separation P 500.00 Endorsement of copy to PSA P 50.00	10 minutes	Mildred L. Aquino LTOA
3. Return to Local Civil Registry Office and present the Official Receipt	3.1 Receives and checks the receipt, sign the documents and release the owner's copy.	None	1 minute	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer Roldan B. Luna Municipal Civil Registrar
TOTAL:			39 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

6. REGISTRATION OF LEGAL INSTRUMENTS

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing
- Marriage Settlement – where the marriage was recorded
- Admission of Paternity and acknowledgement; legitimation; Voluntary Emancipation of Minor; Paternal Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded

*Not falling in the aforementioned exceptions are the following registrable instruments:

- Acknowledgement
- Acquisition of Citizenship
- Certificate of Legal Capacity to contract marriage
- Option to elect Philippine Citizenship
- Partition and Distribution of properties of spouses and delivery of the children's legitimate, and;
- Waiver of rights interests of absolute community

Office or Division	Local Civil Registry Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR LEGITIMATION:	
PSA Copy of Birth Certificate of the Child	PSA
Marriage Contract of Parents	Local Civil Registry/ PSA
Cedula of Parents	Municipal Treasurer's Office/ Barangay
Joint Affidavit of Legitimation of the Parents	Attorney
Certificate of None Marriage (CENOMAR)	PSA
Appearance of Parents	
FOR ADMISSION OF PATERNITY (Applicable for Births on or after August 3, 1988):	
PSA Copy of Birth Certificate of the Child	PSA
Cedula of Parents	Municipal Treasurer's Office/ Barangay
Appearance of Parents	
FOR AFFIDAVIT OF ACKNOWLEDGEMENT (Applicable for Births before August 3, 1988)	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI-BLE
1. Submit the required documents	1.1 Receives and check the documents submitted, prepare the affidavit of acknowledgement, the Annotation and Endorsement letter to PSA and issue Order of Payment to Treasurer's Office	None	25 minutes	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer
2. Pay the required fees at the Mun. Treasurer's Office	2.1 Accept the payment based on the Order of Payment and issue the Official Receipt	Legitimation Fee – PHP 100.00 Admission of Paternity–PHP 200.00	10 minutes	Mildred L. Aquino LTOA
3. Return to Local Civil Registry Office and present the Official Receipt	3.1 Receives and check the receipt, sign the documents and release the owner's copy.	None	2 minute	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer Roldan B. Luna Municipal Civil Registrar
	TOTAL:		37 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

7. ISSUANCE OF ENDORSEMENT LETTER FOR ADVANCE COPY OF REGISTRY RECORDS TO THE CIVIL REGISTRAR GENERALE

Office or Division	Local Civil Registry Office
Classification:	Simple
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above) who needs immediate PSA copies.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF TIMELY: One (1) Original Copy of Birth/ Marriage/ Death Certificate	Local Civil Registry Office
IF LATE REGISTERED: One (1) Original Copy of PSA Negative Copy of Birth/ Marriage/ Death Certificate	PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the on hand registered documents for endorsement (Birth/ Marriage/ Death Certificate)	1.1 Verify the availability of the requested document, prepare endorsement letter to PSA and Issue Order of Payment to MTO	None	15 minutes	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer
2. Pay the required fees at the Mun. Treasurer's Office	2.1 Accept the payment based on the Order of Payment and issue the Official Receipt	CXC of Document - PHP 60.00 Advance Copy of Document – PHP 50.00	10 minutes	Mildred L. Aquino LTOA
3. Present the official receipt to Local Civil Registry Office	3.1 Verification and signing of documents	None	3 minutes	Nila B. Flores Registration Officer II Yolanda P. Alib Asst. Registration Officer Roldan B. Luna Municipal Civil
	TOTAL:		28 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

8. REGISTRATION AND ISSUANCE OF LATE REGISTERED CIVIL REGISTRY RECORD OF BIRTH CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Latest Negative Certification from PSA	PSA
Medical Record	Municipal/ Barangay Health Center
Certification of the Punong Barangay	Office of the Punong Barangay
Cedula of Parents (if married)/ mother (if not married)	Barangay/ Municipal Treasurer's Office
Marriage Contract of Parents (if married)	
Affidavit of 2 Disinterested Persons	Local Civil Registry Office/ PSA
School Record (Form 137)	Office of the Municipal Mayor
Voter's Registration Record (for 18 y.o. & above)	School
Marriage contract of applicant (if married)	COMELEC Office
	Local Civil Registry Office/ PSA
Additional Requirements for 60 years old and above	
Senior I.D.	Office of the Senior Citizen
Medical Data Record (MDR)	Philhealth Office
Individual Treatment Record (ITR)	Municipal/ Barangay Health Center
Additional Requirement for Out of Town Delayed Registration	
Affidavit of Out of Town Delayed Registration	Attorney

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receives, reviews, verify and encodes the documents submitted for registration	None	10 minutes	Maria Luisa V. Atienza Bookbinder II Ma. Luisa L. Gado Clerk III Edna B. Anog Clerk IV
2. Sign the birth certificate and/or AUSF and return to Local Civil Registry Office	2.1 Receives and registers the record of birth and Issue Order of Payment to the MTO	None	5 minutes	Maria Luisa V. Atienza Bookbinder II Ma. Luisa L. Gado Clerk III Edna B. Anog Clerk IV
3. Pay the required fees at the Mun. Treasurer's Office	3.1 Accept the payment based on the Order of Payment and issue the Official Receipt	Late Registration PHP 200.00 AUSF-PHP200.00	10 minutes	Mildred L. Aquino LTOA
4. Present the official receipt to Local Civil Registry Office	4.1 Reviews and sign the Birth Certificate and release	None	2 minute	Maria Luisa V. Atienza Bookbinder II Ma. Luisa L. Gado Clerk III Edna B. Anog Clerk IV Roldan B. Luna Municipal Civil Registrar
	TOTAL:		27 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

9. REGISTRATION AND ISSUANCE OF LATE REGISTERED CIVIL REGISTRY RECORD OF MARRIAGE CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA Negative Result	PSA
Affidavit of Delayed Registration	Attorney
Affidavit of 2 Disinterested Persons	Attorney
Certified True Copy of Marriage Certificate	Local Civil Registry Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1.1 Receives, reviews, registers, encodes and sign the document presented for registration of Marriage Certificate and issue the Order of Payment.	None	10 minutes	Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV
2. Pay the corresponding fees at the Municipal Treasurer's Office	2.1 Receives payment, process and issue official receipt	PHP 200.00	10 minutes	Mildred L. Aquino LTOA
3. Return to Local Civil Registry Office and present the official receipt	3.1 Receives the official receipt, print the registered marriage certificate and prepare the document for posting of late registration for ten (10) days and sign	None	11 minutes	Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV Roldan B. Luna Municipal Civil Registrar
	TOTAL:		31 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

10. REGISTRATION AND ISSUANCE OF LATE REGISTERED CIVIL REGISTRY RECORD OF DEATH CERTIFICATE

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA Negative Result	PSA
Affidavit of Delayed Registration	Attorney
Affidavit of 2 Disinterested Persons	Attorney
Certified True Copy of Death Certificate	Local Civil Registry Office
Cedula of the Applicant	Municipal Treasurer's Office/ Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receives, checks and encodes the document submitted	None	10 minutes	Ma. Luisa V. Atienza Bookbinder II Edna B. Anog Clerk IV
2. Bring the Death Certificate to the Municipal Health Office for signature, to the funeral services for signature of embalmer then to Sangguniang bayan for payment of burial/ cremation / transfer of cadaver	2.1 Reviews and indicate cause of death	Burial Permit/transfer permit –	20 minutes	Dr. Constancia P. Catarroja Municipal Health Officer
	2.2 Accept the payment	Burial Permit PHP 100.00	10 minutes	Lorna D. Marcuap Bookbinder III
	2.3 Review and sign the Death Certificate	None	1 minute	Roldan B. Luna Municipal Civil Registrar
	3.1 Prepares the document for posting of late registration for ten (10) days	None	2 minutes	Ma. Luisa V. Atienza Bookbinder II Edna B. Anog Clerk IV
TOTAL:			43 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

11. ISSUANCE OF MARRIAGE LICENSE

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	18 years old and above

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Application of Marriage License:	
1. At least one of the contracting parties must be resident of the place where the local civil registry office is located	Local Civil Registry Office/ PSA/ Parish Church
2. Certified True/ Photocopy of Birth/ Baptismal of Applicants (both applicants)	PSA
3. Certificate of None Marriage (CENOMAR) from PSA (both applicants)	Barangay/ Municipal Treasurer's Office
4. Cedula of Applicants	Photo Studio
5. 2x2 Couple Picture of Applicants – 2 copies	
(After Pre-Marriage Counseling)	Barangay
6. Certificate of Tree Planting Activity	Angelica Jumpalad
7. Certificate of Attendance to Pre-Marriage Counseling	
8. Barangay Clearance (if place of birth differs from place of resident)	Barangay
Additional Requirements if Applicants are:	
A. 18 years old but below 21	
1. Parental consent – Appearance of mother or father	Parent/s of Applicant
2. Cedula of Parents/ Parent who gave consent	Barangay/ Municipal Treasurer's Office
B. 21 to 24 years old	
1. Parental advice	Parent/s of Applicant
2. Cedula of Parents/Guardian who gave advice	Barangay/ Municipal Treasurer's Office
C. Foreigner	
Certificate of Legal Capacity	Consular Official (Translated in English)
Divorce Paper (if applicable)	
D. For Widow/ Widower	
PSA/ Local copy of Death Certificate	PSA/ Local Civil Registry Office
E. Husband and Wife Living Together for more than five (5) years (Article 34)	
Affidavit of Husband and Wife	Attorney
Note: Upon filing, appearance of both applicants required.	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI-BLE
1. Apply personally to the office of LCR 1.1 Fill-up the application form	1.1 Interviews the applicant and review/ examines the document presented 1.2 Give application form	None	2 minutes	Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV
2. Pay for the corresponding fees for the application	Accept the payment and issue Official Receipt	Application for Marriage License – PHP 300.00 Pre-Marriage Counseling Fee PHP 100.00	2 minutes	Mildred L. Aquino LTOA
3. Applicants read/check the application and attached documents	3.1. Prepares the application for Marriage License and its attachment: Notice, Consent/Advise, Letter to MCR (Out of Town consent/advise)	None	7 minutes	Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV
4. Applicants receive the Notice of application	4.1 Interviews with MCR. Signs documents 4.2 Post notice of application at Bulletin Board	None	3 minute 2 minutes	Ma. Luisa L. Gado Clerk III Grace D. Aldea Clerk IV Roldan B. Luna Municipal Civil Registrar
	TOTAL:		16 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

12. ISSUANCE OF ANNOTATED CIVIL REGISTRY DOCUMENTS WITH PETITION FOR CHANGE OF FIRST NAME (CFN)/ SEX/ DATE OR MONTH OF BIRTH AND CORRECTION OF CLERICAL ERROR/S(CCE)

Filing Fee for CFN/ Sex/ Date or Month of Birth (DOB)	-	P 3,000.00
Filing Fee for CCE	-	P 1,000.00
Publication	-	P 1,500.00
Miscellaneous	-	P 150.00

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Latest PSA Copy LCRO copy of Civil Registry Documents to be corrected	Barangay
Brgy. Clearance (Birth, Death. Marriage)	Office of the PNP
Police Clearance	Office of the NBI
NBI Clearance	Employer
Certificate of Employment if Employed	Attorney
Affidavit of Non-Employment (Notarized)	Parish Church
Baptismal Certificate	School
School Record/ Form 137 (Elementary)/ Transcript of Record (TOR)	COMELEC
Voter's Affidavit	GSIS/SSS/Postal Office/Employer/LTO/DFA
Valid Identification Cards	Municipal Health Office/ Doctor
Medical Record (Additional requirement for change of Sex entry)	Municipal Health Office/ Doctor
Medical Certificate (Additional requirement for change of Sex entry)	Local Civil Registry/ PSA
Marriage Contract of Applicant (if married)	Local Civil Registry/ PSA
Marriage Contract of Parents (Additional requirement for CCE)	Local Civil Registry/ PSA
Birth Certificate of Parents (Additional requirement for CCE)	Local Civil Registry/ PSA
Birth Certificate of Sister/ Brother/ Children (Additional requirement for CCE)	
*Other pertinent documents that will support to the petition.	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI-BLE
1. Submit the necessary supporting documents	1.1 Receives/ determines if the petition is for CCE 1.2 Evaluates veracity of submitted documents 1.3 Issue Order of Payment 1.4 Prepare and print the petition	None	5 minutes 5 minutes	Yolanda P. Alib Asst. Registration Officer Nila B. Flores Registration Officer II
2. Pay the required fees at the Municipal Treasurer's Office	2.1 Accept the payment, process and issue official receipt	Php 1,000.00 (petitioner) Php 150.00 (Misc. fee) Php 500.00 (Migrant)	10 minutes	Mildred L. Auino LTOA
3. Reads the petition carefully	3.1 Prepares the petition papers and attached documents 3.2 Signs petition and posts 3.3 Forward the petition to PSA	None	15 minutes 5 minutes 3 minutes	Yolanda P. Alib Asst. Registration Officer Nila B. Flores Registration Officer II Roldan B. Luna Municipal Civil Registrar
NOTE: After the decision was approved by the CRG: (2 to 6 months)				
1. Clients receives the annotated copy of civil registry document corrected	1. Receives PSA decision on petition 2. Prepares annotated COLB/COM/COD (if petition is affirmed) and furnishes petitioner and OCRG and other documents. Prepared certificate of finality	None None	5 minutes 5 minutes	Yolanda P. Alib Asst. Registration Officer Nila B. Flores Registration Officer II
	TOTAL:		53 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

13. ISSUANCE OF LOCAL COPY OF CIVIL REGISTRY FORM OF BIRTH CERTIFICATE (1A)/ DEATH CERTIFICATE (2A)/ MARRIAGE CERTIFICATE (3A)

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF THE OWNER OF THE DOCUMENT: Government Issued ID / Cedula	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/LTO, Barangay or in the Municipal Treasurer's Office
IF NOT THE OWNER OF THE DOCUMENT: Authorization Letter, Special Power of Attorney, or Court Order	Private Notarial Office, Court

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the form for the requested document	1. Receives and checks the filled up form for completeness and correctness 1.2 Verify the availability and prepares and print the document requested and issue the Order of Payment	None None	1 minute 5 minutes	Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
3. Pay the required fees at the Municipal Treasurer's Office and present the OR to LCR Staff	Accept the payment, process and issue official receipt Reviews the printed copy of document and sign and issue the Certified Copy of document requested	Civil Registry Form (1A/2A/3A) PHP 50.00	10 minutes 5 minutes	Mildred L. Auino LTOA Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
TOTAL:			21 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

14. ISSUANCE OF CERTIFICATE OF NO RECORD OF BIRTH CERTIFICATE (1B)/ DEATH CERTIFICATE (2B)/ MARRIAGE CERTIFICATE (3B)

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF THE OWNER OF THE DOCUMENT: Government Issued ID / Cedula	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/LTO, Barangay or in the Municipal Treasurer's Office
IF NOT THE OWNER OF THE DOCUMENT: Authorization Letter, Special Power of Attorney, or Court Order	Private Notarial Office, Court

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the form for the requested document	1. Receives and checks the filled up form for completeness and correctness 1.2 Verify the availability and prepares and print the document requested and issue the Order of Payment	None None	1 minute 5 minutes	Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
3. Pay the required fees at the Municipal Treasurer's Office and present the OR to LCR Staff	Accept the payment, process and issue official receipt Reviews the printed copy of document and sign and issue the Certified Copy of document requested	Civil Registry Form (1B/2B/3B) PHP 50.00	10 minutes 5 minutes	Mildred L. Auino LTOA Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
	TOTAL:		21 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

15. ISSUANCE OF CERTIFICATE OF DESTROYED RECORD OF BIRTH CERTIFICATE (1C)/ DEATH CERTIFICATE (2C)/ MARRIAGE CERTIFICATE (3C)

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF THE OWNER OF THE DOCUMENT: 1. One (1) Original and Photocopy of Government Issued IDs/Cedula	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/LTO, Barangay or in the Municipal Treasurer's Office
IF NOT THE OWNER OF THE DOCUMENT: **a. SPOUSE** **a.** 1 1 One (1) Original and Photocopy of Government Issued Identification Card/ Cedula/SPA notarized by Attorney/ Authorization Letter	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/ Barangay or in the Municipal Treasurer's Office/ Attorney

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the form for the requested document	1. 1 Receives and checks the filled up form for completeness and correctness 1.2 Verify the availability and prepares and print the document requested and issue the Order of Payment	None None	1 minute 10 minutes	Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
2. Pay the required fees at the Municipal Treasurer's Office and present the OR to LCR Staff	2.1 Accept the payment, process and issue official receipt 2.2 Reviews the printed copy of document and sign and issue the Certified Copy of document requested	Civil Registry Form (1C/2C/3C) PHP 50.00	11 minutes 5 minutes	Mildred L. Auino LTOA Raquel A. Atienza Bookbinder III Maria Luisa V. Atienza Bookbinder II Grace D. Aldea Clerk IV
TOTAL:			27 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

16. REGISTRATION OF FOUNDLING/ABANDONED CHILDREN

Reglamentary Period and Place of Registration

30 days from the date finding committed of the child.

Agencies to Report to After Finding an Abandoned Child

Immediately after a foundling, the finder must report the case to:

1. Barangay Captain of the place where the foundling was found
2. Philippine National Police, whichever is nearer or convenient to the finder.

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certification issued by the concerned Punong Barangay of Police Blotter/Report	Barangay/ PNP
Affidavit of the Finder	Finder
Certificate of Foundling	DSWD/ MSWD

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON RESPONSIBLE
1. Present the required document	1.1 Receives, reviews and encodes the documents	None	5 minutes	Maria Luisa V. Atienza Bookbinder II
	1.2 Review and sign the Birth Certificate and issue one (1) original copy of Birth Certificate	None	16 minutes	Ma. Luisa L. Gado Clerk III Edna B. Anog Clerk IV Roldan B. Luna Municipal Civil Registrar
	TOTAL:		21 minutes	

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b. PARENTS b.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula b.2 Negative PSA Copy Note: Name of requesting parent must be stated in the birth certificate of the child.	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office PSA
c. CHILD (LEGAL AGE – 18 years old and above) c.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula c.2 Birth Certificate as proof of relationship c.3 Negative PSA Copy	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office PSA/ LCR PSA
d. GUARDIAN (21 years old and over) d.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula d.2 One (1) Original Copy of Affidavit of Guardianship (Supported by Barangay Certification that the minor is in the custody of the requesting party/ guardian OR School ID/ Report Card of the minor that indicates the name of the requester as Guardian) d.3 Negative PSA Copy	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office Attorney/ Barangay/ School PSA
e. NEAREST KIN e.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula e.2 One (1) Original Copy of Affidavit of Kinship e.3 Negative PSA Copy	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office Attorney PSA
f. INSTITUTION (CHILD CARING AGENCY) f.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula f.2 Authorization letter issued by the Regional Director of the DSWD per child basis) f.3 Negative PSA Copy	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office DSWD Region IV-A PSA
Reminder: One (1) Original Copy of Authorization/ Special Power of Attorney (SPA) should be written in a clean sheet of paper indicating the name of the authorized representative, the type of document to be requested, the purpose, number of copies and fresh signature over printed name of the owner of the document same as the sign in the valid ID presented.	
For Authorization letter/ SPA received from abroad, the document owner should provide a scanned/ photocopy of the Passport as valid ID)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1.1Give the log book to the client	None	1 minute	Raquel A. Atienza Bookbinder II

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

2. Fill up the form for the requested document and present together with the requirements	2.1 Receive and check the filled up form for completeness and correctness 2.2 Verify the documents presented 2.3 Verify the availability of the document requested *IF DATA NOT AVAILABLE – Refer to Philippine Statistics Authority (PSA) 2.4 Issue the Order of Payment 2.5 Start processing the request	None None None None None	1 minute 5 minutes 5 minutes 1 minute 5 minutes	Raquel A. Atienza Bookbinder II/ Ma. Luisa V. Atienza Bookbinder II/ Grace D. Aldea Clerk IV
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1 Accept the payment based on the Order of Payment and process 3.2 Issue the Official Receipt	Civil Registry Form (1B/2B/3B) PHP 50.00	10 minutes 5 minutes	Municipal Treasurer's Office
Return and present the Official Receipt to the Local Civil Registry Office for the processing of the requested Certified Copy of document.	Receive and check the Official Receipt Review the printed certification of document and sign Issue the certification of document requested	None None None	1 minute 2 minutes 1 minute	Raquel A. Atienza Bookbinder II/ Ma. Luisa V. Atienza Bookbinder II/ Grace D. Aldea Clerk IV Roldan B. Luna Municipal Civil Registrar Raquel A. Atienza Bookbinder II/ Ma. Luisa V. Atienza Bookbinder II
	TOTAL:		37 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

1. ISSUANCE OF CERTIFICATE OF DESTROYED RECORD OF BIRTH CERTIFICATE (1C)/ DEATH CERTIFICATE (2C)/ MARRIAGE CERTIFICATE (3C)

Civil Registry documents such as birth, marriage and death certificates may be availed of by securing a civil registry record available from the Civil Registry Office, otherwise a certification of destroyed record will be issued.

Office or Division	Local Civil Registry Office
Classification:	Simple/ Complex
Type of Transaction:	Government to Citizen/ Government to Government
Who may avail:	All with Legal Age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IF THE OWNER OF THE DOCUMENT: One (1) Original and Photocopy of Government Issued Identification Card / Cedula	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office
IF NOT THE OWNER OF THE DOCUMENT: **a. SPOUSE** a.1 1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula a.2 Marriage Certificate	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office PSA/ LCR
b. PARENTS b.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula Note: Name of requesting parent must be stated in the birth certificate of the child.	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office PSA
c. CHILD (LEGAL AGE – 18 years old and above) c.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula c.2 Birth Certificate as proof of relationship	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office PSA/ LCR
d. GUARDIAN (21 years old and over) d.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula d.2 One (1) Original Copy of Affidavit of Guardianship (Supported by Barangay Certification that the minor is in the custody of the requesting party/ guardian OR School ID/ Report Card of the minor that indicates the name of the requester as Guardian)	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office Attorney/ Barangay/ School

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e. NEAREST KIN e.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula e.2 One (1) Original Copy of Affidavit of Kinship	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office Attorney
f. INSTITUTION (CHILD CARING AGENCY) f.1 One (1) Original and Photocopy of Government Issued Identification Card / Cedula f.2 Authorization letter issued by the Regional Director of the DSWD per child basis)	BIR/ POST OFFICE/ DFA/SSS/GSIS/PAG-IBIG/Barangay or in the Municipal Treasurer's Office DSWD Region IV-A
Reminder: One (1) Original Copy of Authorization/ Special Power of Attorney (SPA) should be written in a clean sheet of paper indicating the name of the authorized representative, the type of document to be requested, the purpose, number of copies and fresh signature over printed name of the owner of the document same as the sign in the valid ID presented.	
For Authorization letter/ SPA received from abroad, the document owner should provide a scanned/ photocopy of the Passport as valid ID)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1.1Give the log book to the client	None	1 minute	Raquel A. Atienza Bookbinder II
2. Fill up the form for the requested document and present together with the requirements	2.1 Receive and check the filled up form for completeness and correctness	None	1 minute	Raquel A. Atienza Bookbinder II/
	2.2 Verify the documents presented	None	5 minutes	Ma. Luisa V. Atienza Bookbinder II/
	2.3 Verify the availability of the document requested *IF DATA NOT AVAILABLE – Refer to Philippine Statistics Authority (PSA)	None	5 minutes	Grace D. Aldea Clerk IV
	2.4 Issue the Order of Payment	None	1 minute	
	2.5 Start processing the request	None	5 minutes	
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1 Accept the payment based on the Order of Payment and process 3.2 Issue the Official Receipt	Certificate of Destroyed Record (1C/2C/3C) PHP 50.00	10 minutes 5 minutes	Municipal Treasurer's Office
Return and present the Official Receipt to the Local Civil Registry Office for the processing of the requested Certified Copy of document.	Receive and check the Official Receipt	None	1 minute	Raquel A. Atienza Bookbinder II/ Ma. Luisa V. Atienza Bookbinder II/ Grace D. Aldea Clerk IV
	Review the printed certification of document and sign	None	2 minutes	Roldan B. Luna Municipal Civil Registrar
	Issue the certification of document requested	None	1 minute	Raquel A. Atienza Bookbinder II/ Ma. Luisa V. Atienza Bookbinder II/ Grace D. Aldea Clerk IV
	TOTAL:		37 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRY

2. REGISTRATION OF FOUNDLING/ ABANDONED CHILDREN

A Foundling is a deserted or abandoned infant or child – with parents, guardian or relatives being unknown or found by another person (Finder); or a child committed to an orphanage or charitable or similar institution with unknown facts and parentage.

Reglamentary Period and Place of Registration

The finder/ charitable institution must register the foundling with the Office of the Civil Registrar within 30 days from the date finding/ committed of the child.

If the registration is made beyond the reglamentary period, the concerned party-registrant will be required to state in a sworn statement the circumstances that caused the late reporting to the Civil Registrar.

Agencies to Report to After Finding an Abandoned Child

Immediately after a foundling, the finder must report the case to the barangay captain of the place where the foundling was found, or to the Philippine National Police, whichever is nearer or convenient to the finder. The finder must, then, commit the child to the care of the Department of Social Welfare and Development (DSWD) or to a duly licensed orphanage, charitable or similar institution. Upon commitment, the finder must give to the DSWD or the charitable institution his/her copy of the Certificate of Foundling, if the child found was previously registered with the Office of the Civil Registrar.

In case the finder wants and is awarded custody of the foundling by the MSWD, he/she shall give a name for the child and must report the same to the civil registrar of the Municipality where the child was found. Otherwise the giving of the child's name and its registration as foundling shall be the responsibility of the DSWD, other orphanage or similar institution where the child was committed.

Office or Division	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certification issued by the concerned Punong Barangay or Police Blotter/ Report	Barangay/ PNP
Affidavit of the Finder	Finder
Certificate of Foundling	DSWD/ MSWD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1.1Give the log book to the client	None	1 minute	Maria Luisa V. Atienza Bookbinder II
2. Present the required document	2.1 Receive and check the document presented	None	5 minutes	Maria Luisa V. Atienza Bookbinder II/
	2.2 Encode the information given by the finder	None	10 minutes	Ma. Luisa L. Gado Bookbinder I/
	2.3 Register and print the birth certificate	None	5 minutes	Edna B. Anog Clerk IV
	2.4 Review and sign the Birth Certificate	None	minutes	Roldan B. Luna Municial Civil Registrar
	2.5 Issue one (1) original copy of Birth Certificate	None	1 minute	Maria Luisa V. Atienza Bookbinder II/ Ma. Luisa L. Gado Bookbinder I/ Edna B. Anog Clerk IV
	TOTAL:		24 minutes	