

## I. ISSUANCE OF MARRIAGE LICENSE

Before getting married each of the contracting parties must file separate sworn applications for Marriage License with the proper local civil registrar of the place where either or both of the contracting parties reside.

Marriage licenses will be issued of ten (10) days reglamentary period and are valid in any part of the Philippines for a period of 120 days from the date of issue. They are deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

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| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar   |
| <b>Classification:</b>      | Highly Technical  |
| <b>Type of Transaction:</b> | G2C – Government to Citizens  |
| <b>Who may avail:</b>       | All residents of Anilao (either one or both of the contracting parties are residents of the municipality) |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE   |
|--|---|
| 1. PSA Original or certified true copies of Birth Certificates or in the absence thereof, Baptismal Certificates of the contracting parties  | Philippine Statistics Authority (PSA)<br>Office of the MCR<br>Church or Religious Authorities |
| 2. Proof of termination of previous marriage, if any, such as death certificate, decree of presumptive death and annulment decree of marriage, as the case may be;   | Personal Copy<br>Office of the MCR<br>Court   |
| 3. Applicants 18-20 years of age – consent in writing by the father/mother/surviving parent/guardian who must appear in person with their Community Tax Certificates to the Municipal Civil Registrar or execute an affidavit to be attested by any official authorized by law to administer oaths, to be recorded together with the Application for Marriage License; | Parent (Father, Mother or Guardian)   |
| 4. Parent's Advice on applicants 21-24 years old with their Community Tax Certificates   | Parent (Father, Mother or Guardian)   |
| 5. Marriage Counseling Certificate;  | Office of the DSWD, POPCOM & MHO  |
| 6. Community Tax Certificate of the Applicants   | Office of the Municipal Treasurer<br>Office of the Barangay Treasurer                         |
| 7. Certificate of No Marriage (CENOMAR)  | Philippine Statistics Authority (PSA)   |
| 8. Tree Planting Certificate issued by the Punong Barangay where the applicants reside and picture taken during the tree planting  | Punong Barangay   |

| CLIENT STEPS                              | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE               |
|---|---|-----------------|-----------------|----------------------------------|
| Submits complete documentary requirements | Receives and examines the completeness of documents submitted<br><br>If documents found complete, prepares Application For Marriage License |                 | 15 minutes      | Jocelyn A. Ansino<br>(MCR Staff) |

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|--|---|---|------------|--|
| Reviews the correctness of data entered in the Civil Registry Form<br><br>Signs the same if found okay | Reviews the completeness of signatories<br><br>Advices client to pay the prescribed fees in the MTO | Resident – 200.00<br><br>Non-resident – 300.00<br><br>Marriage License Fee – 200.00<br><br>Pre- Marriage Counseling- 200.00 | 2 minutes  | Jocelyn A. Ansino (MCR Staff)                          |
| Presents Official Receipt  | MCR receives, signs and registers the document  |   | 1 minute   | Engr. Meliton E. Buyco II<br>Municipal Civil Registrar |
| Receives the document  | Releases copy of the Application For Marriage License   |   | 1 minute   | Jocelyn A. Ansino (MCR Staff)                          |
| TOTAL:   |   |   | 19 minutes |  |

## II. REGISTRATION OF MARRIAGE CERTIFICATE

For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, the prescribed period is 30 days.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Complex                                 |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All couples married in Anilao           |

| CHECKLIST OF REQUIREMENTS        | WHERE TO SECURE                    |
|----------------------------------|------------------------------------|
| Application For Marriage License | Personal Copy<br>Office of the MCR |
| Marriage License and Fee Receipt | Personal Copy<br>Office of the MCR |
| List of Witnesses                | Contracting Parties                |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|---|--|-----------------|-----------------|--|
| Submits complete documentary requirements                     | Examines the completeness of requirements<br><br>If found complete, prepares the Certificate of Marriage |                 | 15 minutes      | Nilda A. Atonducan/<br>Jocelyn A. Ansino (MCR Staff) |
| Reviews the correctness of data entered in the Certificate of | Advices client to submit the Certificate of Marriage to the Office of the Solemnizing Officer            |                 | 1 minute        | Nilda A. Atonducan/<br>Jocelyn A. Ansino             |

|  |  |                              |            |   |
|--|--|------------------------------|------------|---|
| Marriage   | (Office of the Mayor for those Marriages solemnized by the Municipal Mayor) for scheduled Date of Marriage     |                              |            | (MCR Staff)   |
| Submits the duly signed Certificate of Marriage for registration | Receives and reviews the completeness of signatories<br><br>Advices client to pay the required fees in the MTO | Solemnization Fee – 1,000.00 | 1 minute   | Nilda A. Atonducan/<br>Jocelyn A. Ansino<br>(MCR Staff) |
| Presents the Official Receipt                                    | MCR receives, registers and signs the Certificate of Marriage  |                              | 1 minute   | Engr. Meliton E. Buyco II<br>Municipal Civil Registrar  |
| Receive the requested document                                   | Releases copy of the Certificate of Marriage   |                              | 1 minute   | Nilda Atonducan/<br>Jocelyn A. Ansino<br>MCR Staff      |
| TOTAL  |  |                              | 20 minutes |   |

### III. REGISTRATION OF DEATH CERTIFICATE

The death of a person must be registered within the 30 days reglamentary period at the office of the Municipal Civil Registrar.

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|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Complex                                 |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS                                | WHERE TO SECURE   |
|--|-------------------|
| Duly filled out Information Sheet                        | Office of the MCR |
| Punong Barangay's Certification (if person died at home) | Punong Barangay   |

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                  |
|--|---|-----------------|-----------------|---|
| Submits complete documentary requirements  | Receives and examines the submitted documents;<br><br>If found okay, prepares the Death Certificate |                 | 15 minutes      | Nilda A. Atonducan/Jocelyn A. Ansino<br>(MCR Staff) |
| Reviews the correctness of data entered in the Certificate of Death<br><br>Signs the same if found okay. | Advices client to bring the Certificate of Death for doctor's and the embalmer's signature          |                 | 1 minute        | Nilda A. Atonducan<br>(MCR Staff)                   |

|  |  |                        |            |   |
|--|--|------------------------|------------|---|
| Submits duly signed Certificate of Death | Reviews the completeness of signatories;<br><br>Advices client to pay the required fees in the MTO | Burial Permit – 200.00 | 1 minute   | Nilda A. Atonducan/<br>Jocelyn A. Ansino<br><br>(MCR Staff) |
| Presents Official Receipt                | Signs and registers the document in the Registry Book  |                        | 1 minute   | Nilda A. Atonducan<br>(MCR Staff)                           |
|  | MCR receives and signs the document  |                        | 1 minutes  | Engr. Meliton E. Buyco II                                   |
| Receive the requested document           | Releases copy of the document  |                        | 1 minute   | Nilda A. Atonducan/Jocelyn A. Ansino<br>(MCR Staff)         |
| TOTAL                                    |  |                        | 20 minutes |   |

#### IV. REGISTRATION OF BIRTH CERTIFICATE

The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the Office of the Municipal Civil Registrar of the municipality where the birth occurred. The declaration of the physician or midwife in attendance at the birth or the declaration of either parent of the newborn child and the presentation of a marriage contract in cases of married parents shall be sufficient for the registration of a birth in the civil register.

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|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                             |
|--|---|
| 1. Duly filled out Information Sheet   | Office of the MCR                           |
| 2. Certificate of Live Birth (COLB)  | Office of the MCR                           |
| 3. Certificate of Marriage of Parents of newborn child;  | Personal Copy<br>Office of the MCR          |
| 4. Community tax Certificate of Father if not married for acknowledgement/admission of paternity;        | Office of the MTO<br><br>Barangay Treasurer |
| 5. Community Tax Certificate of mother for the Affidavit to Use the Surname of the Father if not married | Office of the MTO<br><br>Barangay Treasurer |
| 6. Affidavit to Use the Surname of the Father (Legal Instrument) – if not married                        | Office of the MCR                           |
| <b>ADDITIONAL REQUIREMENTS IF DELAYED REGISTRATION:</b>  |   |
| 7. Affidavit of legitimation by subsequent marriage of parent if the child was born                      | Office of the MCR<br>Notary Public          |

|  |  |
|--|--|
| out of wedlock   |  |
| 8. Joint Affidavit and Community Tax Certificate of two (2) disinterested persons    | Office of the MCR<br>Office of the MTO<br>Barangay Treasurer |
| 9. Community Tax Certificate of the Child to be registered if 18 years old and above | Office of the MTO<br>Barangay Treasurer                      |
| 10. Affidavit of Consent of the Child to be Legitimated if 18 years old and above    | Office of the MCR<br>Notary Public                           |
| 11. Baptismal Certificate;   | Church   |
| 12. Negative Certification from the PSA  | Philippine Statistics Authority (PSA)                        |

| CLIENT STEPS                              | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|---|---|-----------------|---|
| Submits complete documentary requirements | <p>Receives and examines the documents submitted</p> <p>If found okay, advises client to pay the required fees in the MTO</p> <p>Prepares the following needed civil registry documents, whichever is applicable:</p> <ol style="list-style-type: none"> <li>1. Duly filled up Certificate of Live Birth</li> <li>2. Affidavit to Use the Surname of the Father if not Married</li> <li>3. Affidavit of Legitimation by Subsequent Marriage of Parents</li> <li>4. Joint Affidavit of two disinterested person for Late Registration of Birth</li> <li>5. Affidavit of Consent of the Child to be Legitimated</li> <li>6. Certificate of Registration of Legal</li> </ol> | <p>Legitimation Fee – 375.00</p> <p>Registration of AUSF – 200.00</p> <p>Affidavit to Use the Surname of the Father- 150.00</p> <p>Affidavit of Legitimation – 150.00</p> <p>Joint Affidavit – 150.00</p> <p>Affidavit of Consent – 150.00</p> <p>Certificate of Registration – 100.00</p> <p>COLB in Form 1A- 100.00</p> | 20 minutes      | Nilda<br>A. Atonducan/Jocelyn<br>A. Ansino<br>(MCR Staff) |

|   |   |  |            |   |
|---|---|--|------------|---|
|   | Instrument<br>7. Certificate of Live in Form 1A for Legitimation Process      |  |            |   |
| Reviews the accuracy of data entered in the COLB and support documents;<br><br>Signs the same if found okay** | Examines the completeness of signatories;<br><br>Signs and registers the COLB |  | 2 minutes  | Nilda A. Atonducan (MCR Staff)                |
|   | MCR receives, reviews and signs the document                                  |  | 2 minutes  | Engr. Meliton E. Buyco II                     |
| Presents Official Receipt<br><br>Receives the requested document  | Releases copy of the COLB   |  | 1 minute   | NildaAtonducan/ Jocelyn A. Ansino (MCR Staff) |
| TOTAL   |   |  | 25 minutes |   |

**\*\* Attendant at Birth should likewise sign the COLB**

## V. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE

The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the Office of the Municipal Civil Registrar of the municipality where the birth occurred. Out of Town registration of Birth is one of the services that help the concerned party who were now a permanent resident but born outside the municipality

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| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE                       |
|---|---------------------------------------|
| 1. Duly filled out Information Sheet  | Office of the MCR                     |
| 2. Certificate of Live Birth (COLB) duly filled up                                  | Office of the MCR                     |
| 3. Certificate of Marriage of Parents   | Personal Copy<br>Office of the MCR    |
| 4. CENOMAR of Both Parentfor Legitimation Process                                   | Philippine Statistics Authority (PSA) |
| 5. Community Tax Certificate of both parents  |                                       |
| 6. Affidavit to Use the Surname of the Father signed by the mother – if not married | Office of the MCR<br>Notary Public    |
| 7. Affidavit of Legitimation by   | Office of the MCR                     |

|   |  |
|---|--|
| Subsequent Marriage of Parent   | Notary Public  |
| 8. Affidavit of Consent of the Child to be Legitimated if 18 years old and above    | Office of the MCR<br>Notary Public                           |
| 9. Community Tax Certificate of the Child to be Legitimated                         | Office of the MTO<br>Barangay Treasurer                      |
| <b>ADDITIONAL REQUIREMENTS IF DELAYED REGISTRATION:</b>                             |  |
| 10. Joint Affidavit and Community Tax Certificate of two (2) disinterested persons; | Office of the MCR<br>Office of the MTO<br>Barangay Treasurer |
| 11. Affidavit of Informant for Out of Town Registration of Birth                    | Office of the MCR<br>Notary Public                           |
| 12. Baptismal Certificate;  | Church   |
| 13. Negative Certification from the PSA   | Philippine Statistics Authority (PSA)                        |
| 14. Other documents that bears the proof of Place of Birth                          | Personal Copy  |

| CLIENT STEPS                              | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE             |
|---|---|---|-----------------|--------------------------------|
| Submits complete documentary requirements | <p>Receives and reviews the completeness and correctness of the documents;</p> <p>If found okay, prepares the following needed civil registry documents:</p> <ol style="list-style-type: none"> <li>1. Duly Filled up Certificate of Live Birth</li> <li>2. Affidavit for Out of Town Registration of Birth</li> <li>3. Joint Affidavit of two disinterested persons</li> <li>4. Affidavit to Use the Surname of the Father signed by the mother</li> </ol> | <p>Affidavit for Out of Town Registration – 150.00</p> <p>Joint Affidavit- 150.00</p> <p>Affidavit to Use the Surname of the Father -</p> | 20 minutes      | Nilda A. Atonducan (MCR Staff) |

|   |  |   |                                  |  |
|---|--|---|----------------------------------|--|
|   | <p>if not married</p> <p>5. Affidavit of Legitimation by Subsequent Marriage of Parents if the Child was born out of wedlock and the process is for legitimation</p> <p>6. Affidavit of Consent of the Child to be Legitimated if 18 years old and above</p> | <p>150.00</p> <p>Affidavit of Legitimation- 150.00</p> <p>Affidavit of Consent – 150.00</p> |                                  |  |
| <p>Reviews accuracy of data entered in the Certificate of Live Birth and Affidavits;</p> <p>Signs the same if found okay.</p> | <p>Examines the completeness of signatories;</p> <p>If found okay, advice client to pay the prescribed fees in the MTO</p>   |   | 5 minutes                        | Nilda A. Atonducan (MCR Staff)   |
| Presents Official Receipt   | <p>Reviews the finality of transaction;</p> <p>Prepares Transmittal Letter;</p> <p>Issues claim stub</p>   |   | 2 minutes                        | Nilda A. Atonducan (MCR Staff)   |
| Receives claim stub   | <p>MCR signs the civil registry documents</p> <p>Advices the client to get the requested document upon receipt of notice**</p>   |   | <p>2 minutes</p> <p>1 minute</p> | <p>Engr. Meliton E. Buyco II</p> <p>Nilda A. Atonducan (MCR Staff)</p> |
| Presents claim stub   | Releases the requested document  |   | 1 minute                         | Nilda A. Atonducan (MCR Staff)   |
| TOTAL   |  |   | 31 minutes                       |  |



***\*\* Documents are being sent to the municipality where the child was born for registration. Maximum processing period is three (3) months. The client is advised to claim the requested document upon receipt of notice.***

## **VI. LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS**

The father and mother of the child to go under legitimation process must appear personally to the Office of the Municipal Civil Registrar. This is applicable to birth born out of wed lock that were registered in the Surname of the mother and be legitimated by subsequent marriage of parents.

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|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>                  |
|--|---|
| 1. Certificate of Live Birth from PSA (SECPA);   | Philippine Statistics Authority (PSA)   |
| 2. Certificate of Marriage   | Personal Copy, PSA                      |
| 3. Current Community Tax Certificate of parents;   | Office of the MTO<br>Barangay Treasurer |
| 4. CENOMAR of both parents from PSA  | Philippine Statistics Authority (PSA)   |
| 5. Joint Affidavit of Legitimation   | Office of MCR                           |
| 6. Affidavit of Acknowledgement/Admission of Paternity if the child was not been acknowledged by the father during the time of registration. | Office of the MCR<br>Notary Public      |
| 7. Certificate of Registration of Affidavit of Legitimation  | Office of the MCR                       |
| 8. Community Tax Certificate of the Child to be Legitimated  | Office of the MTO<br>Barangay Treasurer |
| 9. Affidavit of Consent of the Child to be Legitimated if the child is 18 years old and above  | Office of the MCR<br>Notary Public      |

| <b>CLIENT STEPS</b>                  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>      |
|--------------------------------------|--|---|------------------------|--------------------------------|
| Submits all documentary requirements | Receives and examines the completeness of submitted requirements<br><br>If documents found complete, prepares the following civil registry documents:<br><br>1. Certificate of Live Birth in Form 1 A with annotation of | Legitimation Fee – 375.00<br><br>Certified Copy of COLB with Annotation – 100.00<br><br>Affidavit of Consent of the Child – 150.00<br><br>Affidavit of Acknowledgement/Admission of | 20 minutes             | Nilda A. Atondutan (MCR Staff) |

|  |  |   |            |  |
|--|--|---|------------|--|
|  | Subsequent Marriage of Parent<br>2. Affidavit of Consent of the Child to be Legitimated<br>3. Affidavit of Acknowledgment/Admission of Paternity if the child was not been Acknowledged during the time of Registration<br>4. Affidavit of Legitimation by Subsequent Marriage of parent<br>5. Certificate of Registration of Legal Instrument | Paternity- 150.00<br><br>Affidavit of Legitimation – 150.00<br><br>Certification Fee – 100.00 |            |  |
| Reviews the accuracy of data entered in the documents;<br><br>Signs the same if found okay | Examines the completeness of signatories;<br><br>Advices client to pay the prescribed fees in the MTO  |   | 2 minutes  | Nilda Atonducan (MCR Staff)                                  |
| Submits Official Receipt   | Prepares Endorsement Letter for PSA, Manila;<br><br>MCR signs the documents  |   | 2 minutes  | Nilda Atonducan (MCR Staff)<br><br>Engr. Meliton E. Buyco II |
| Receives the Owner's Copy of complete civil registry documents                             | Releases copy of the documents   |   | 1 minute   | NildaA. Atonducan (MCR Staff)                                |
| TOTAL  |  |   | 25 minutes |  |

## VII. AFFIDAVIT TO USE THE SURNAME OF THE FATHER

The father and the mother should appear personally in the Office of the Municipal Civil Registrar. This is applicable to births that were already registered on the Surname of the mother.

|                            |   |
|----------------------------|---|
| <b>Office or Division:</b> | Office of the Municipal Civil Registrar |
| <b>Classification:</b>     | Highly Technical                        |

|                             |                              |
|-----------------------------|------------------------------|
| <b>Type of Transaction:</b> | G2C – Government to Citizens |
| <b>Who may avail:</b>       | All concerned parties        |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                         |
|--|---|
| 1. Certificate of Live Birth from PSA (SECPA);   | Philippine Statistics Authority (PSA)   |
| 2. Current Community Tax Certificate of Father if the child was not Acknowledged on time of registration                 | Office of the MTO<br>Barangay Treasurer |
| 3. Affidavit of Acknowledgement/Admission of Paternity if the Child was not Acknowledged during the time of Registration | Office of the MCR<br>Notary Public      |
| 4. Affidavit to Use the Surname of the Father(AUSF)  | Office of the MCR                       |
| 5. Community Tax Certificate of the Mother to be used in the AUSF  | Office of the MTO<br>Barangay Treasurer |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE             |
|---|---|---|-----------------|--------------------------------|
| Submits complete documentary requirements   | <p>Receives and examines sufficiency of documents</p> <p>If documents found sufficient, prepares the following needed civil registry documents:</p> <ol style="list-style-type: none"> <li>1. Annotated Certificate of Live Birth</li> <li>2. Affidavit of Acknowledgement/Admission of Paternity if the Child was not acknowledged during the time of registration</li> <li>3. Affidavit to Use the Surname of the Father</li> <li>4. Certificate of Registration of Legal Instrument</li> </ol> | <p>Registration of AUSF – 200.00</p> <p>Certified Transcription Copy of COLB with Annotation - 100.00</p> <p>Affidavit of Acknowledgement/Admission of Paternity – 150.00</p> <p>AUSF - 150.00</p> <p>Certification Fee- 100.00</p> | 20 minutes      | Nilda A. Atonducan (MCR Staff) |
| <p>Reviews the accuracy of data entered in the documents;</p> <p>Signs the same if found okay</p> | <p>Examines the completeness of signatories;</p> <p>If found okay, advises client to pay the prescribed fees in the MTO</p>   |   | 5 minutes       | Nilda A. Atonducan (MCR Staff) |
| Presents Official   | Prepares Endorsement Letter for PSA, Manila ;   |   | 3 minutes       | Nilda Atonducan                |

|  |                                    |  |           |                           |
|--|------------------------------------|--|-----------|---------------------------|
| Receipt                                      | Signs the documents                |  |           | Engr. Meliton E. Buyco II |
| Receives Owner's copy of requested documents | Releases Owner's Copy of documents |  | 2 minutes | Nilda Atonducan           |
| TOTAL  |                                    |  | 30minutes |                           |

### VIII. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH

Civil Registry documents such as birth, marriage and death certificates maybe availed by securing a certified transcript from the Municipal Civil Registry Office and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Simple                                  |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS         | WHERE TO SECURE   |
|-----------------------------------|-------------------|
| Duly filled out Information Sheet | Office of the MCR |

| CLIENT STEPS                    | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|---------------------------------|--|-----------------|-----------------|---------------------------|
| Submits the requirement         | Reviews the given data;<br><br>Verifies the availability of the document;<br><br>Prepares the same if available;<br><br>Advices client to pay the required fees in the MTO |                 | 12 minutes      | Nilda A. Atonducan        |
| Presents Official Receipt       | MCR certifies the document   |                 | 1 minute        | Engr. Meliton E. Buyco II |
| Receives the requested document | Releases the document  |                 | 1 minute        | Nilda A. Atonducan        |
| TOTAL                           |  |                 | 14 minutes      |                           |

### IX. SUPPLEMENTAL REPORT OF MISSING ENTRY

Supplemental Report maybe filed to supply information inadvertently omitted when the civil registry document was registered and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Complex                                 |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |

|                       |                       |
|-----------------------|-----------------------|
| <b>Who may avail:</b> | All concerned parties |
|-----------------------|-----------------------|

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                         |
|--|---|
| PSA Copy of Civil Registry Document  | Philippine Statistics Authority (PSA)   |
| Current Community Tax Certificate  | Office of the MTO<br>Barangay Treasurer |
| Affidavit of Supplemental Report stating the omitted entry executed by the party concerned | Office of the MCR<br>Notary Public      |

| CLIENT STEPS                              | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|---|--|-----------------|-----------------|--|
| Submits complete documentary requirements | Receives and reviews the submitted documents;<br><br>If found okay, advises the client to pay the required fees in the MTO |                 | 5 minutes       | Nilda A. Atonducan                               |
| Presents Official Receipt                 | Makes annotations; signs the civil registry documents;<br><br>Prepares endorsement letter for PSA, Manila                  |                 | 15 minutes      | Engr. Meliton E. Buyco II<br><br>Nilda Atonducan |
| Receives Owner's Copy of the document     | Releases the document  |                 | 1 minute        | Nilda A. Atonducan                               |
| TOTAL                                     |  |                 | 21minutes       |  |

#### X. REQUEST FOR SECURITY PAPER AT PSA (SECPA)

Civil Registry documents such as birth, marriage, death certificates and Certificate of No Marriage (CENOMAR) can be availed at the Philippine Statistics Authority (PSA) thru the Batch Request System (BREQS) program upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Complex                                 |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS      | WHERE TO SECURE                             |
|--------------------------------|---|
| Duly Accomplished Request Form | Office of the MCR                           |
| Xerox Copy of Valid ID         | Document Owner<br>Authorized Representative |
| Authorization Letter           | Office of the MCR                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|

|   |   |                      |            |  |
|---|---|----------------------|------------|--|
| Submits complete documentary requirements | Receives and reviews the submitted documents;<br><br>If found okay, advises the client to pay the required fees in the MTO  | Service Fee – 100.00 | 5 minutes  | Nilda A. Atonducan/<br>Jocelyn A. Ansino |
| Presents Official Receipt                 | Enters the data in the Batch Request System (BREQS)<br><br>Prepares hard copies of request for submission at PSA Office **<br><br>Advices the client to get the requested document upon receipt of notice |                      | 10 minutes | Jocelyn A. Ansino                        |
| Claims the requested document             | Releases the requested PSA document   |                      | 2 minutes  | Nilda A. Atonducan/Jocelyn A. Ansino     |
| TOTAL                                     |   |                      | 17 minutes |  |

**\*\* Request is being submitted thru Batch Request System (BREQS) to the Philippine Statistics Authority (PSA) for processing and issuance of SECPA. Hard copy of the request is being submitted personally by the MCR at the PSA Office. The client is advised to claim the requested document upon receipt of notice.**

## **XI. REQUEST FOR ADVANCE ENDORSEMENT AT PSA**

Civil Registry documents such as birth, marriage and death certificates can be availed at the Philippine Statistics Authority (PSA) 2-3 weeks after the submission of Advance Endorsement of certain documents. This process aids in early issuance of Security Paper (SECPA) in Philippine Statistics Authority upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Complex                                 |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS                     | WHERE TO SECURE                     |
|---|-------------------------------------|
| Xerox Copy of Civil Registry Document         | Office of the MCR/<br>Personal Copy |
| Xerox Copy of NEGATIVE CERTIFICATION from PSA | Personal Copy                       |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-----------------|--------------------|
|--------------|----------------|-----------------|-----------------|--------------------|

|   |   |  |                           |   |
|---|---|--|---------------------------|---|
| Submits complete documentary requirements | Reviews the submitted documents;<br><br>If found okay, advice client to pay the required fees in the MTO  |  | 2 minutes                 | Nilda A. Atonducan                                  |
| Presents Official Receipt                 | Prepares the original copy of the civil registry document on file;<br><br>Prepares the Endorsement Letter and Endorsement Stub  |  | 5 minutes                 | Nilda A. Atonducan                                  |
|   | MCR signs the Endorsement Letter<br><br>Prepares the document for submission to PSA for Advance Endorsement;<br><br>Advice client to claim the Endorsement Letter and Stub upon receipt of notice** |  | 1 minute<br><br>2 minutes | Engr. Meliton E. Buyco II<br><br>Nilda A. Atonducan |
| Claims the Endorsement Letter and Stub    | Releases the Owner's copy of document.  |  | 1 minute                  | Nilda A. Atonducan                                  |
| TOTAL                                     |   |  | 1 Day and 11 minutes      |   |

***\*\*Requests are being submitted personally by the MCR for Advance Endorsement to PSA for fast issuance of Security Paper (SECPA). The client is advised to claim the endorsement letter and stub upon receipt of notice.***

#### **XI. CORRECTION OF CLERICAL ERROR UNDER REPUBLIC ACT 9048**

Civil Registry documents with typographical error/s can be corrected upon submission of requirements and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS                              | WHERE TO SECURE                       |
|--|---------------------------------------|
| Latest Copy of Civil Registry document to be corrected | Philippine Statistics Authority (PSA) |
| Baptismal Certificate                                  | Church                                |
| School Records   | School                                |

|  |   |
|--|---|
| Voter Certification  | Commission on Election                  |
| Marriage Certificate if married  | Philippine Statistics Authority (PSA)   |
| Philhealth Member's Data Record  | Philhealth                              |
| GSIS/SSS Record  | GSIS/SSS                                |
| Medical Records  | Hospital/Clinic                         |
| Other documents that bears the correct information or shows the correct data as proof that the erroneous entry in a document must be corrected | Personal Copy                           |
| Current Community Tax Certificate of the Petitioner  | Office of the MTO<br>Barangay Treasurer |

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|-----------------|--------------------|
| Submits complete documentary for pre interview and evaluation | Receives and reviews the submitted documents;<br><br>If found okay, advises client to pay the required fees in the MTO                                  |   | 15 minutes      | Nilda A. Atonducan |
| Submits Official Receipt and pre evaluated documents          | Receive the pre evaluated documents and Official Receipt;<br><br>Prepares the petition;<br><br>Issues the claim stub with scheduled date of follow up** | Filing Fee- 1,000.00<br><br>Subscription Fee – 150.00<br><br>Certified True Copy of Documents- 100.00 per set<br><br>Migrant Petition (those who were born outside Anilao and now with a permanent address in the municipality)<br><br>Service Fee – 500.00 | 20 minutes      | Nilda A. Atonducan |
|   | Processes the petition which includes the preparation of the following:<br><br>• Petition Letter  |   |                 | Nilda A. Atonducan |



|   |  |  |   |  |
|---|--|--|---|--|
|   | <ul style="list-style-type: none"> <li>• Documents for Ten (10) days mandatory posting</li> <li>• Certificate of Posting</li> <li>• Record Sheet</li> <li>• Transmittal letter</li> </ul>  |  |   |  |
| Reviews accuracy of data entered in the document;<br><br>If found okay, signs the Petition Letter | MCR Reviews the completeness of documents and signatories; grants decision and sign the document<br><br>Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation and turn over the same to the client;<br><br>Instructs client to send the same via airmail or via other courier service provider  |  | 10 minutes<br><br><br><br><br><br><br><br>5 minutes | Engr. Meliton E. Buyco II<br><br><br><br><br><br><br><br>Nilda A. Atonducan  |
| Presents the claim stub   | Advise the petitioner to pay the prescribed fees<br><br>Processes the Affirmed Petition*** which includes the preparation of the following:<br><br><ul style="list-style-type: none"> <li>• Certificate of Finality</li> <li>• Annotation on Civil Registry Document</li> <li>• Reproduction of Affirmed Petition</li> <li>• Reproduction of Un annotated Civil Registry documents</li> </ul> MCR signs the documents<br><br>Prepares Final Transmittal to PSA Regional Office for Processing and Issuance of Annotated Security Paper (SECPA) of Civil Registry Document under the Decentralized Copy | P 100.00<br><br>P 100.00/pc<br><br>P 100.00/set<br><br>P100.00/set | 1 minute<br><br><br><br><br><br><br><br>20 minutes  | Nilda A. Atonducan<br><br><br><br><br><br><br><br>Nilda A. Atonducan<br><br><br><br><br><br><br><br>Engr. Meliton E. Buyco II<br><br>Nilda Atonducan |

|                               |   |  |                       |                           |
|-------------------------------|---|--|-----------------------|---------------------------|
|                               | Annotation Process (DeCAP)  |  |                       |                           |
|                               | MCR signs the documents   |  | 1 minute              | Engr. Meliton E. Buyco II |
|                               | Prepares the document for submission to PSA Office                        |  | 1 minute              | Nilda Atonducan           |
| Presents the Official Receipt | Releases the Petitioners Copy of the Transmitted Civil Registry documents |  | 1 minute              | Nilda A. Atonducan        |
| TOTAL                         |   |  | 1 hour and 14 minutes |                           |

***\*\* Follow up of the petition is after (4) months which shall commence on the date the petition was received by the Office of the Municipal Civil Registrar. The total length of period for processing takes an approximate period of 6 months upon receipt of the application, as this is a quasi-judicial process.***

***\*\*\* Processing of affirmed petitions is indefinite as it depends on the action and return of affirmed petitions from PSA, Manila Legal Service Division.***

### **XIII. CHANGE OF FIRST NAME UNDER REPUBLIC ACT 9048**

Change of First Name is the process of allowing a person to Change his/her First Name in his/her Certificate of Live Birth with the Name he/she has habitually used in all of his/her legal and personal documents and transactions upon submission of requirements and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>                  |
|--|---|
| Latest Copy of Certificate of Live Birth to be corrected   | Philippine Statistics Authority (PSA)   |
| Baptismal Certificate  | Church                                  |
| School Records   | School                                  |
| Voter Certification  | Commission on Election                  |
| Marriage Certificate if married  | Philippine Statistics Authority (PSA)   |
| Philhealth Member's Data Record  | Philhealth                              |
| GSIS/SSS Record  | GSIS/SSS                                |
| Medical Records  | Hospital/Clinic                         |
| Other documents that bears the correct information or shows the correct data as proof that the erroneous entry in a document must be corrected | Personal Copy                           |
| Current Community Tax Certificate of the Petitioner  | Office of the MTO<br>Barangay Treasurer |
| Certificate of Employment if Employed  | Employer                                |

|   |                                    |
|---|------------------------------------|
| Affidavit of Non-Employment if Unemployed   | Notary Public                      |
| PNP Clearance   | Philippine National Police Station |
| NBI Clearance   | National Bureau of Investigation   |
| Proof of Publication (once a week for two (2) consecutive weeks) <ul style="list-style-type: none"> <li>Affidavit of Publication from the Publisher</li> <li>Copy of the newspaper clippings</li> </ul> | Newspaper Publishing Company       |

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE        |
|--|---|--|-----------------|---------------------------|
| Submits complete documentary requirements for pre interview and evaluation | Receives and reviews the submitted documents;<br><br>If found okay, advises the client to pay the required fees in the MTO                          |  | 15 minutes      | Nilda Atonducan           |
| Submits Official Receipt and pre evaluated documents                       | Receive the pre evaluated documents and Official Receipt;<br><br>Prepares the petition;<br><br>Issues claim stub with scheduled date of follow up** | Filing Fee- 1,000.00<br><br>Subscription Fee – 150.00<br><br>Certified True Copy of Documents- 100.00 per set<br><br>Migrant Petition (those who were born outside Anilao and now with a permanent address in the municipality )<br><br>Service Fee – 500.00 | 20 minutes      | Nilda A. Atonducan        |
|  | Issues Notice for Publication;<br><br>Releases the same to the client for submission to a Newspaper of General Circulation ***                      |  | 5 minutes       | Engr. Meliton E. Buyco II |

|   |   |  |            |                           |
|---|---|--|------------|---------------------------|
|   | Processes the petition which includes the preparation of the following: <ul style="list-style-type: none"> <li>• Petition Letter</li> <li>• Documents for Ten (10) days mandatory posting</li> </ul>  |  |            | Nilda A. Atonducan        |
| Submits the following proof of publication.: <ul style="list-style-type: none"> <li>• Affidavit of Publication from the Publisher</li> <li>• Copy of the Newspaper Clippings</li> </ul> | Receives and reviews proofs of publication  |  |            | Nilda A. Atonducan        |
| Signs the Petition Letter   | Reviews the completeness of documents and signatories;<br><br>MCR grants decision and signs the documents<br><br>Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation****   |  | 15 minutes | Engr. Meliton E. Buyco II |
|   | Processes the Affirmed Petition which includes the preparation of the following: <ul style="list-style-type: none"> <li>• Certificate of Finality</li> <li>• Annotation on Civil Registry Document</li> <li>• Reproduction of Affirmed Petition</li> <li>• Reproduction of Un annotated Civil Registry documents</li> <li>• Certified Copies of Un annotated and annotation of Civil Registry documents for signature of Municipal Civil</li> </ul> |  | 20 minutes | Nilda A. Atonducan        |

|                               |  |  |                       |                           |
|-------------------------------|--|--|-----------------------|---------------------------|
|                               | <ul style="list-style-type: none"> <li>Registrar</li> <li>Final Transmittal to PSA Regional Office for Processing and Issuance of Annotated Security Paper (SECPA) of Civil Registry Document under the Decentralized Copy Annotation Process (DeCAP)</li> </ul> |  |                       |                           |
| Presents the claim stub       | Advices the petitioner to pay the prescribed fees in the MTO   |  | 1 minute              | Nilda A. Atonducan        |
|                               | MCR sign the documents;<br><br>Prepares the document for submission at PSA Office  |  | 2 minutes             | Engr. Meliton E. Buyco II |
| Presents the Official Receipt | Release the complete Petitioners Copy of the Transmitted Civil Registry documents  |  | 1 minute              | Nilda A. Atonducan        |
| TOTAL                         |  |  | 1 hour and 14 minutes |                           |

**\*\* Follow up of the petition is after (4) months which shall commence on the date the petition was received by the Office of the Municipal Civil Registrar. The total length of period for processing takes an approximate period of 6 months upon receipt of the application, as this is a quasi-judicial process.**

**\*\*\* Required publication is two (2) consecutive weeks.**

**\*\*\*\* Processing of affirmed petition is indefinite as it depends on the action and return of affirmed petitions from PSA, Manila Legal Service Division.**

#### **XIV. CORRECTION OF SEX UNDER REPUBLIC ACT 9048/ RA10172**

This process allows the change of SEX/GENDER of a person which has been erroneously entered on his/her Certificate of Live Birth upon submission of requirements and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

|                                  |                        |
|----------------------------------|------------------------|
| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b> |
|----------------------------------|------------------------|

|   |   |
|---|---|
| Latest PSA Copy of Certificate of Live Birth to be corrected  | Philippine Statistics Authority (PSA)   |
| Baptismal Certificate   | Church                                  |
| School Records  | School                                  |
| Voter Certification   | Commission on Election                  |
| Marriage Certificate if married   | Philippine Statistics Authority (PSA)   |
| Philhealth Member's Data Record   | Philhealth                              |
| GSIS/SSS Record   | GSIS/SSS                                |
| Medical Records   | Hospital/Clinic                         |
| Other documents that bears the correct information or shows the correct data as proof that the erroneous entry in a document must be corrected  | Personal Copy                           |
| Current Community Tax Certificate of the Petitioner   | Office of the MTO<br>Barangay Treasurer |
| Certificate of Employment if Employed   | Employer                                |
| Affidavit of Non-Employment if Unemployed   | Notary Public                           |
| PNP Clearance   | Philippine National Police              |
| NBI Clearance   | National Bureau of Investigation        |
| Medical Certification issued by an accredited government physician that the Document Owner has not undergone sex change or sex transplant   | Municipal Health Officer                |
| Proof of Publication (once a week for two (2) consecutive weeks) <ul style="list-style-type: none"> <li>Affidavit of Publication from the Publisher</li> <li>Copy of the newspaper clippings</li> </ul> | Newspaper Publishing Company            |

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|---|-----------------|--------------------|
| Submits complete documentary requirements for pre interview and evaluation | Receives and reviews the submitted documents;<br><br>If found okay, advises the client to pay the required fees in the MTO                           |   | 15 minutes      | Nilda A. Atoducan  |
| Submits Official Receipt and pre evaluated documents                       | Receives the pre evaluated documents and Official Receipt;<br>Prepares the petition;<br><br>Issues the claim stub with scheduled date of follow up** | Filing Fee- 3,000.00<br><br>Subscription Fee – 150.00<br><br>Certified True Copy of Documents- 100.00 per set | 20 minutes      | Nilda A. Atoducan  |

|  |   |  |            |                              |
|--|---|--|------------|------------------------------|
|  |   | <p>Migrant Petition (those who were born outside Anilao and now with a permanent address in the municipality )</p> <p>Service Fee – 500.00</p> |            |                              |
|  | <p>Issues Notice for Publication;</p> <p>Releases the same to the client for submission to a Newspaper of General Circulation ***</p>   |  |            | Engr. Meliton E. Buyco II    |
|  | <p>Processes the Petition which includes the preparation of the following:</p> <ul style="list-style-type: none"> <li>• Petition Letter</li> <li>• Documents for Ten (10) days mandatory posting</li> <li>• Certificate of Posting</li> <li>• Transmittal Letter</li> </ul> |  |            | Nilda A. Atonducan           |
| <p>Submits proof of publication</p> <ul style="list-style-type: none"> <li>• Affidavit of Publication from the Publisher</li> <li>• Copy of the Newspaper Clippings</li> </ul> | <p>Receives and review proofs of publication</p>  |  |            | Newspaper Publishing Company |
| Signs the Petition Letter  | <p>Reviews the completeness of documents and signatories;</p> <p>Grants decision and sign the documents</p> <p>Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation</p>   |  | 15 minutes | Engr. Meliton E. Buyco II    |

|                               |  |  |            |                           |
|-------------------------------|--|--|------------|---------------------------|
|                               | Processes the Affirmed Petition which includes the preparation of the following: <ul style="list-style-type: none"> <li>• Certificate of Finality</li> <li>• Annotation on Civil Registry Document</li> <li>• Reproduction of Affirmed Petition</li> <li>• Reproduction of Un annotated Civil Registry documents</li> <li>• Certified Copies of Un annotated and annotation of Civil Registry documents for signature of Municipal Civil Registrar</li> <li>• Final Transmittal to PSA Regional Office for Processing and Issuance of Annotated Security Paper (SECPA) of Civil Registry Document under the Decentralized Copy Annotation Process (DeCAP)</li> </ul> |  | 20 minutes | Nilda A. Atonducan        |
| Presents the claim stub       | Advices the petitioner to pay the prescribed fees in the MTO   |  | 1 minute   | Nilda A. Atonducan        |
|                               | MCR signs the documents;<br><br>Prepares the document for submission at PSA Office   |  | 2 minutes  | Engr. Meliton E. Buyco II |
| Presents the Official Receipt | Releases the complete Petitioners Copy of the Transmitted Civil Registry documents   |  | 1 minute   | Nilda A. Atonducan        |



**\*\* Follow up of the petition is after (4) months which shall commence on the date the petition was received by the Office of the Municipal Civil Registrar. The total length of period for processing takes an approximate period of 6 months upon receipt of the application, as this is a quasi-judicial process.**

**\*\*\* Required publication is two (2) consecutive weeks.**

**\*\*\*\* Processing of affirmed petitions is indefinite as it depends on the action and return of affirmed petitions from PSA, Manila Legal Service Division.**

## **XV. CORRECTION OF DAY AND MONTH ON THE DATE OF BIRTH UNDER REPUBLIC ACT 9048/ RA10172**

This process allows the change of Day and Month on the Date of Birth of a person which has been erroneously entered on his/her Certificate of Live Birth upon submission of requirements and upon payment of the prescribed fees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizens            |
| <b>Who may avail:</b>       | All concerned parties                   |

| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>                  |
|---|---|
| Latest PSA Copy of Certificate of Live Birth to be corrected  | Philippine Statistics Authority (PSA)   |
| Baptismal Certificate   | Church                                  |
| School Records  | School                                  |
| Voter Certification   | Commission on Election                  |
| Marriage Certificate if married   | Philippine Statistics Authority (PSA)   |
| Philhealth Member's Data Record   | Philhealth                              |
| GSIS/SSS Record   | GSIS/SSS                                |
| Medical Records   | Hospital/Clinic                         |
| Other documents that bears the correct information or shows the correct data as proof that the erroneous entry in a document must be corrected  | Personal Copy                           |
| Current Community Tax Certificate of the Petitioner   | Office of the MTO<br>Barangay Treasurer |
| Certificate of Employment if Employed   | Employer                                |
| Affidavit of Non-Employment if Unemployed   | Notary Public                           |
| PNP Clearance   | Philippine National Police              |
| NBI Clearance   | National Bureau of Investigation        |
| Proof of Publication (once a week for two (2) consecutive weeks) <ul style="list-style-type: none"> <li>Affidavit of Publication from the Publisher</li> <li>Copy of the newspaper clippings</li> </ul> | Newspaper Publishing Company            |

| <b>CLIENT STEPS</b> | <b>AGENCY ACTIONS</b>    | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
|---------------------|--------------------------|------------------------|------------------------|---------------------------|
| Submits complete    | Receives and reviews the |                        | 15 minutes             | Nilda                     |

|  |   |   |                     |                           |
|--|---|---|---------------------|---------------------------|
| documentary requirements for pre interview and evaluation  | submitted documents and if found okay advises client to pay the required fees in the MTO  |   |                     | A.Atonducan               |
| Submit Official Receipt and pre evaluated documents  | <p>Receives the pre evaluated documents and Official Receipt;</p> <p>Prepares the petition;</p> <p>Issues the claim stub with scheduled date of follow up.</p>  | <p>Filing Fee- 3,000.00</p> <p>Subscription Fee – 150.00</p> <p>Certified True Copy of Documents- 100.00 per set</p> <p>Migrant Petition (those who were born outside Anilao and now with a permanent address in the municipality )</p> <p>Service Fee – 500.00</p> | 20 minutes          | Nilda A. Atonducan        |
|  | <p>Issues a Notice for Publication;</p> <p>Releases the same to the client for submission to a Newspaper of General Circulation***</p>  |   | 2 consecutive weeks | Engr. Meliton E. Buyco II |
|  | <p>Processes the Petition which includes the preparation of the following:</p> <ul style="list-style-type: none"> <li>• Petition Letter</li> <li>• Documents for Ten (10) days mandatory posting</li> </ul> |   |                     | Nilda A. Atonducan        |
| <p>Submits Proof of Publication</p> <ul style="list-style-type: none"> <li>• Affidavit of Publication from the Publisher</li> <li>• Copy of the</li> </ul> | Receives and reviews proofs of publication  |   |                     | Nilda A. Atonducan        |

|                           |   |  |            |                           |
|---------------------------|---|--|------------|---------------------------|
| Newspaper Clippings       |   |  |            |                           |
| Signs the Petition Letter | <p>Reviews the completeness of documents and signatories;</p> <p>MCR grants decision and sign the document</p> <p>Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation****</p>  |  | 15 minutes | Engr. Meliton E. Buyco II |
|                           | <p>Processes the Affirmed Petition which includes the preparation of the following:</p> <ul style="list-style-type: none"> <li>• Certificate of Finality</li> <li>• Annotation on Civil Registry Document</li> <li>• Reproduction of Affirmed Petition</li> <li>• Reproduction of Un annotated Civil Registry documents</li> <li>• Certified Copies of Un annotated and annotation of Civil Registry documents for signature of Municipal Civil Registrar</li> <li>• Final Transmittal to PSA Regional Office for Processing and Issuance of Annotated Security Paper (SECPA) of Civil Registry Document under the Decentralized Copy Annotation Process (DeCAP)</li> </ul> |  | 20 minutes | Nilda A. Atonducan        |

|                               |  |  |                       |                           |
|-------------------------------|--|--|-----------------------|---------------------------|
| Presents the claim stub       | Advices the petitioner to pay the prescribed fees                                  |  | 1 minute              | Nilda A. Atonducan        |
|                               | MCR signs the documents;<br><br>Prepares the document for submission at PSA Office |  | 2 minutes             | Engr. Meliton E. Buyco II |
| Presents the Official Receipt | Releases the complete Petitioners Copy of the Transmitted Civil Registry documents |  | 1 minute              | Nilda A. Atonducan        |
| TOTAL                         |  |  | 1 hour and 14 minutes |                           |

***\*\* Follow up of the petition is after (4) months which shall commence on the date the petition was received by the Office of the Municipal Civil Registrar. The total length of period for processing takes an approximate period of 6 months upon receipt of the application, as this is a quasi-judicial process.***

***\*\*\* Required publication is two (2) consecutive weeks.***

***\*\*\*\* Processing of affirmed petitions is indefinite as it depends on the action and return of affirmed petitions from PSA, Manila Legal Service Division.***