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.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	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	Philippine Statistics Authority (PSA)
	Certificates or in the absence thereof, Baptismal	Office of the MCR
	Certificates of the contracting parties	Church or Religious Authorities
2.	Proof of termination of previous marriage, if	Personal Copy
	any, such as death certificate, decree of	Office of the MCR
	presumptive death and annulment decree of	Court
	marriage, as the case may be;	
3.	Applicants 18-20 years of age – consent in	Parent (Father, Mother or Guardian)
	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;	
4.	Parent's Advice on applicants 21-24 years old	Parent (Father, Mother or Guardian)
	with their Community Tax Certificates	
5.	Marriage Counseling Certificate;	Office of the DSWD, POPCOM & MHO
6.	Community Tax Certificate of the Applicants	Office of the Municipal Treasurer
		Office of the Barangay Treasurer
7.	Certificate of No Marriage (CENOMAR)	Philippine Statistics Authority (PSA)
8.	Tree Planting Certificate issued by the Punong	Punong Barangay
	Barangay where the applicants reside and	
	picture taken during the tree planting	

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

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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application For Marriage License	Personal Copy
	Office of the MCR
Marriage License and Fee Receipt	Personal Copy
	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 If found complete, prepares the Certificate of Marriage		15 minutes	Nilda A. Atonducan/ 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/ 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 Advices client to pay the required fees in the MTO	Solemnizati on Fee – 1,000.00	1 minute	Nilda A. Atonducan/ Jocelyn A. Ansino (MCR Staff)
Presents the Official Receipt	MCR receives, registers and signs the Certificate of Marriage		1 minute	Engr. Meliton E. Buyco II Municipal Civil Registrar
Receive the requested document	Releases copy of the Certificate of Marriage		1 minute	NildaAtonducan/J ocelyn A. Ansino MCR Staff
TOTAL			20 minutes	

III. REGISTRATION OF DEATH CERTIFICATE

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

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	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	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
Submits complete	Receives and		15 minutes	NildaA.
documentary	examines the			Atonducan/Jocelyn
requirements	submitted			A. Ansino
	documents;			(MCR Staff)
	If found okay,			
	prepares the			
	Death Certificate			
Reviews the	Advices client to		1 minute	Nilda A. Atonducan
correctness of data	bring the			(MCR Staff)
entered in the	Certificate of			
Certificate of Death	Death for			
	doctor's and the			
Signs the same if	embalmer's			
found okay.	signature			

Submits duly signed Certificate of Death	Reviews the completeness of signatories; Advices client to pay the required fees in the MTO	Burial Permit – 200.00	1 minute	Nilda A. Atonducan/ Jocelyn A. Ansino (MCR Staff)
Presents Official Receipt	Signs and registers the document in the Registry Book		1 minute	Nilda A. Atonducan (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 (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.

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

CHEC	KLIST 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 Office of the MCR
4.	Community tax Certificate of Father if not marriedfor	Office of the MTO
	acknowledgement/admission of paternity;	Barangay Treasurer
5.	Community Tax Certificate of mother for the Affidavit to Use the Surname of	Office of the MTO
	the Father if not married	Barangay Treasurer
6.	Affidavit to Use the Surname of the Father (Legal Instrument) – if not married	Office of the MCR
	ADDITIONAL REQUIREMENTS IF	
	DELAYED R	
	EGISTRATION:	
7.	Affidavit of legitimation by subsequent	Office of the MCR
	marriage of parent if the child was born	Notary Public

	out of wedlock	
8.	Joint Affidavit and Community Tax	Office of the MCR
	Certificate of two (2) disinterested	Office of the MTO
	persons	Barangay Treasurer
9.	Community Tax Certificate of the Child	Office of the MTO
	to be registered if 18 years old and	Barangay Treasurer
	above	
10.	Affidavit of Consent of the Child to be	Office of the MCR
	Legitimated if 18 years old and above	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	Receives and examines the documents submitted		20 minutes	Nilda A.Atonducan/Jocelyn A. Ansino (MCR Staff)
requirements	If found okay, advices client to pay the required fees in the MTO Prepares the following needed civil registry documents, whichever	Legitimation Fee – 375.00 Registration of AUSF – 200.00		(MCR Staff)
	is applicable: 1. Duly filled up Certificate of Live Birth	Affidavit to Use the Surname of the Father-150.00		
	2. Affidavit to Use the Surname of the Father if not Married	Affidavit of Legitimation – 150.00		
	3. Affidavit of Legitimation by Subsequent Marriage of Parents 4. Joint Affidavit	Joint Affidavit – 150.00		
	of two disinterested person for Late Registration	Affidavit of Consent – 150.00		
	of Birth 5. Affidavit of Consent of the Child to be Legitimated	Certificate of Registration - 100.00		
	6. Certificate of Registration of Legal	COLB in Form 1A- 100.00		

	Instrument 7. Certificate of Live in Form 1A for Legitimation Process		
Reviews the accuracy of data entered in the COLB and support documents;	Examines the completeness of signatories; Signs and registers the COLB	2 minutes	Nilda A. Atonducan (MCR Staff)
if found okay**			
	MCR receives, reviews and signs the document	2 minutes	Engr. Meliton E. Buyco II
Presents Official Receipt 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

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

CHECKLI	IST 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 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 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	Office of the MCR
	be Legitimated if 18 years old and	Notary Public
	above	-
9.	Community Tax Certificate of the	Office of the MTO
	Child to be Legitimated	Barangay Treasurer
ADDITION	AL REQUIREMENTS IF	
DELAYED	REGISTRATION:	
10.	Joint Affidavit and Community Tax	Office of the MCR
	Certificate of two (2) disinterested	Office of the MTO
	persons;	Barangay Treasurer
11.	Affidavit of Informant for Out of	Office of the MCR
	Town Registration of Birth	Notary Public
12.	Baptismal Certificate;	Church
13.	Negative Certification from the	Philippine Statistics Authority (PSA)
	PSA	• , ,
14.	Other documents that bears the	Personal Copy
	proof of Place of Birth	

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON DESPONSIBLE
Carla are italia a a manula ta	ACTIONS	BE PAID	TIME 20 minutes	RESPONSIBLE
Submits complete	Receives and reviews the		20 minutes	Nilda A. Atonducan
documentary				(MCR Staff)
requirements	completeness			
	and correctness			
	of the			
	documents;			
	If found okay,			
	prepares the			
	following			
	needed civil			
	registry			
	documents:			
	Duly Filled			
	up			
	Certificate			
	of Live			
	Birth			
	2. Affidavit	Affidavit for		
	for Out of	Out of Town		
	Town	Registration –		
	Registratio	150.00		
	n of Birth			
	3. Joint	Joint		
	Affidavit of	Affidavit-		
	two	150.00		
	disintereste			
	d persons			
	4. Affidavit to			
	Use the	Affidavit to		
	Surname of	Use the		
	the Father	Surname of		
	signed by	the Father -		
	the mother			

	if not	150.00		
	married	130.00		
	-			
	Legitimatio			
	n by			
	Subsequent			
	Marriage of	Affidavit of		
	Parents if	Legitimation-		
	the Child	150.00		
	was born			
	out of			
	wedlock			
	and the			
	process is			
	for			
	legitimation			
	6. Affidavit of			
	Consent of	1.00 1 1.0		
		Affidavit of		
	the Child to	Consent –		
	be	150.00		
	Legitimated			
	if 18 years			
	old and			
	above			
Reviews accuracy of	Examines the		5 minutes	Nilda A. Atonducan
data entered in the	completeness of		3 minutes	(MCR Staff)
Certificate of Live				(WER Staff)
	signatories;			
Birth and Affidavits;				
	If found okay,			
Signs the same if	advice client to			
found okay.	pay the			
	prescribed fees			
	in the MTO			
Presents Official	Reviews the		2 minutes	Nilda A.Atonducan
Receipt	finality of			(MCR Staff)
Receipt	transaction;			(West Starr)
	transaction,			
	Prepares			
		1		Î.
i	Transmittal			
	Transmittal Letter;			
Receives claim stub	Letter; Issues claim stub		2 minutes	Engr. Meliton E.
Receives claim stub	Letter; Issues claim stub MCR signs the		2 minutes	Engr. Meliton E. Buyco II
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry		2 minutes	Engr. Meliton E. Buyco II
Receives claim stub	Letter; Issues claim stub MCR signs the		2 minutes	
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents		2 minutes	
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the		2 minutes	
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the		2 minutes	
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested		2 minutes	Buyco II
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon			Buyco II Nilda A. Atonducan
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon receipt of		2 minutes 1 minute	Buyco II
Receives claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon			Buyco II Nilda A. Atonducan
Receives claim stub Presents claim stub	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon receipt of			Buyco II Nilda A. Atonducan
	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon receipt of notice** Releases the		1 minute	Buyco II Nilda A. Atonducan (MCR Staff) Nilda A. Atonducan
	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon receipt of notice** Releases the requested		1 minute	Buyco II Nilda A. Atonducan (MCR Staff)
	Letter; Issues claim stub MCR signs the civil registry documents Advices the client to get the requested document upon receipt of notice** Releases the		1 minute	Buyco II Nilda A. Atonducan (MCR Staff) Nilda A. Atonducan

** 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.

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

CHEC	KLIST OF REQUIREMENTS	WHERE TO SECURE
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 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 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 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 Notary Public

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

Subsequent Marriage of Parent 2. Affidavit of Consent of the Child to be Legitimated 3. Affidavit of Acknowledge ment/Admissi on of Paternity if the child was not been Acknowledge d during the time of Registration 4. Affidavit of Legitimation by Subsequent Marriage of parent 5. Certificate of Registration of Legal Instrument Examines the completeness of signatories; Signs the same if found okay Submits Official Receipt Receives the documents; Receives the Owner's Copy of complete civil registry documents Receives the Owner's Copy of complete civil registry documents TOTAL Patemity-150.00 Affidavit of Legitimation Legitimation - 150.00 Certification Fee - 100.00 Affidavit of Legitimation - 100.00 Certification Fee - 100.00 Acknowledge of during the time of Registration of Legitimation - 100.00 Affidavit		0.1	D / 1/20.00		
Reviews the accuracy of data entered in the documents Reserves the Mound of Earth o			Paternity- 150.00		
Consent of the Child to be Legitimated		Marriage of			
Consent of the Child to be Legitimated 3. Affidavit of Acknowledge ment/Admissi on of Paternity if the child was not been Acknowledge d during the time of Registration 4. Affidavit of Legitimation by Subsequent Marriage of parent 5. Certificate of Registration of Legal Instrument Reviews the accuracy of data entered in the documents; Advices client to pay the prescribed fees in the MTO Submits Official Receipt Receives the Owner's Copy of complete civil registry documents Receives the Owner's Copy of complete civil registry documents Advances according to the documents of the MTO Receives the Owner's Copy of complete civil registry documents Atonducan (MCR Staff) Tible Over I solve to the complete civil registry documents According the time of 150.00 Certification Fee — 100.00 Certification Fee — 100.00 Acknowledge and during the time of Acknowledge during the time of Registration of Legal Instrument Examines the complete civil registry the prescribed fees in the MTO To minutes Nilda Atonducan (MCR Staff) Prepares Endorsement Letter for PSA, Manila; MCR signs the documents Receives the Owner's Copy of complete civil registry documents Receives the Owner's Copy of complete civil registry documents		Parent	Affidavit of		
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the Child to be Legitimated 3. Affidavit of Acknowledge ment/Admissi on of Paternity if the child was not been Acknowledge d during the time of Registration 4. Affidavit of Legitimation by Subsequent Marriage of parent 5. Certificate of Registration 4. Affidavit of Legitimation of Legal Instrument Reviews the accuracy of data entered in the documents; Signs the same if found okay Subsite of the prescribed fees in the MTO Submits Official Receipt Receives the Owner's Copy of complete civil registry Receives the Owner's Copy of complete civil registry documents Releases copy of the documents The Cartification Fee — 100.000 Certification Fee — 100.000 Certification Fee — 100.000 Certification Fee — 100.000 Aknowledge and the daws not been Acknowledge and the time of Paternity in the time of Registration of Legal Instrument Submits Official Receipt Receives the Owner's Copy of complete civil registry MCR signs the documents Releases copy of the documents Releases copy of the documents Releases copy of the documents Certification Fee — 100.000 Attoucan (MCR Staff)					
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Reviews the accuracy of data entered in the documents; Advices client to pay the prescribed fees in the MTO Receives the Cowner's Copy of complete civil registry documents Receives the Owner's Copy of complete civil registry documents 3. Affidavit of Acknowledge and during the time of Registration of Paternity if the child was not been Acknowledge and during the time of Registration of Legal Instrument 5. Certificate of Registration of Legal Instrument 8. Examines the completeness of signatories; Advices client to pay the prescribed fees in the MTO 8. Affidavit of Acknowledge and during the time of Registration of Legal Instrument 9. Wilda Atonducan (MCR Staff) 1. Milda Atonducan (MCR Staff) 8. Engr. Meliton E. Buyco II 8. Receives the Owner's Copy of complete civil registry documents					
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Owner's Copy of complete civil registry documents Atonducan (MCR Staff)		1			
Owner's Copy of complete civil registry documents Atonducan (MCR Staff)	Receives the	Releases copy of the		1 minute	
complete civil registry documents (MCR Staff)		1.5			
registry documents					
documents					(MCR Sum)
TOTAL 25 minutes					
	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.

Office or Division: Office of the Municipal Civil Registrar	
Classification:	Highly Technical

Type of Transaction:	G2C – Government to Citizens
Who may avail:	All concerned parties

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits complete documentary requirements	Receives and examines sufficiency of documents If documents found sufficient, prepares the following needed civil registry documents: 1. Annotated Certificate of Live Birth 2. Affidavit of Acknowledgement/A dmission of Paternity if the Child was not acknowledged during the time of registration 3. Affidavit to Use the Surname of the Father 4. Certificate of Registration of Legal Instrument	Registration of AUSF – 200.00 Certified Transcription Copy of COLB with Annotation - 100.00 Affidavit of Acknowledg ement/Admis sion of Paternity – 150.00 AUSF - 150.00 Certification Fee- 100.00	20 minutes	Nilda A.Atonducan (MCR Staff)
Reviews the accuracy of data entered in the documents; Signs the same if found okay	Examines the completeness of signatories; If found okay, advices client to pay the prescribed fees in the MTO		5 minutes	Nilda A. Atonducan (MCR Staff)
Presents Official	Prepares Endorsement Letter for PSA, Manila;		3 minutes	Nilda Atonducan

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

Office or Division: Office of the Municipal Civil Registrar	
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	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	Reviews the given		12 minutes	Nilda A.
requirement	data;			Atonducan
	Verifies the availability of the document; Prepares the same if available; Advices client to pay the required fees in the MTO			
Presents Official	MCR certifies the		1 minute	Engr. Meliton E.
Receipt	document			Buyco II
Receives the	Releases the		1 minute	Nilda A.
requested	document			Atonducan
document				
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.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizens	

Who may avail:	All concerned parties
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA Copy of Civil Registry Document	Philippine Statistics Authority (PSA)
Current Community Tax Certificate	Office of the MTO Barangay Treasurer
Affidavit of Supplemental Report stating the omitted entry executed by the party concerned	Office of the MCR Notary Public

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

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

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

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

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

^{**} 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 certificatescan 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.

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

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

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

Submits complete documentary requirements	Reviews the submitted documents; 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; Prepares the Endorsement Letter and Endorsement Stub	5 minutes	Nilda A. Atonducan
	MCR signs the Endorsement Letter Prepares the document for submission to PSA for Advance	1 minute 2 minutes	Engr. Meliton E. Buyco II Nilda A. Atonducan
	Endorsement; Advice client to claim the Endorsement Letter and Stub upon receipt of notice**		
Claims the Endorsement Letter and Stub	Releases the Owner's copy of document.	1 minute	Nilda A. Atonducan
TOTAL		1 Day and 11minutes	

^{**}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.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	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	Office of the MTO
Petitioner	Barangay Treasurer

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

Reviews accuracy of data entered in the document; If found okay, signs the Petition Letter Presents the claim stub	Documents for Ten (10) days mandatory posting Certificate of Posting Record Sheet Transmittal letter MCR Reviews the completeness of documents and signatories; grants decision and sign the document Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation and turn over the same to the client; Instructs client to send the same via airmail or via other courier service provider Advice the petitioner to pay the prescribed fees		10 minutes 5 minutes	Engr. Meliton E. Buyco II Nilda A. Atonducan
	provider			
			1 minute	
	Processes the Affirmed Petition*** which includes the preparation of the following: • Certificate of Finality • Annotation on Civil Registry Document • Reproduction of Affirmed Petition • Reproduction of Un annotated Civil Registry documents MCR signs the documents	P 100.00 P 100.00/pc P 100.00/set P100.00/set	20 minutes	Nilda A. Atonducan Engr. Meliton E. Buyco II
	Prepares Final Transmittal to PSA Regional Office for Processing and Issuance of Annotated Security Paper (SECPA) of Civil Registry Document under the Decentralized Copy			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		1hour 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.

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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	Office of the MTO
Petitioner Certificate of Employment if Employed	Barangay Treasurer Employer
Certificate of Employment if Employed	Employer

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

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 • Affidavit of Publication from the Publisher • Copy of the newspaper clippings	Newspaper Publishing Company

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

			r
	Processes the petition which includes the preparation of the following: Petition Letter Documents for Ten (10) days mandatory posting		Nilda A. Atonducan
Submits the following proof of publication.: • Affidavit of Publication from the Publisher • Copy of the Newspaper Clippings	Receives and reviews proofs of publication		Nilda A. Atonducan
Signs the Petition Letter	Reviews the completeness of documents and signatories; MCR grants decision and signs the documents 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:	20 minutes	Nilda A. Atonducan

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	Registrar			
	Final			
	Transmittal to			
	PSA Regional			
	Office for			
	Processing and			
	Issuance of			
	Annotated			
	Security Paper			
	(SECPA) of			
	Civil Registry			
	Document under			
	the			
	Decentralized			
	Сору			
	Annotation			
	Process			
	(DeCAP)			
Presents the claim	Advices the petitioner to		1 minute	Nilda A.
stub	pay the prescribed fees			Atonducan
	in the MTO			
	MCR sign the		2 minutes	Engr. Meliton E.
	documents;		2 111114005	Buyco II
	documents,			Buycon
	Prepares the document			
	for submission at PSA			
	Office			
Presents the Official	Release the complete		1 minute	Nilda A.
Receipt	Petitioners Copy of the			Atonducan
	Transmitted Civil			
	Registry documents			
TOTAL	<i>8 y</i>		1 hour and 14	
1011111			minutes	
			mmacos	
L	1	1		l .

^{**} 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.

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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

^{***} 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.

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	Office of the MTO
Petitioner Certificate of Employment if Employed	Barangay Treasurer 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 • Affidavit of Publication from the Publisher • Copy of the newspaper clippings	Newspaper Publishing Company

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

		,		•
		Migrant Petition (those who were born outside Anilao and now with a permanent address in the municipality) Service Fee – 500.00		
	Issues Notice for Publication; Releases the same to the			Engr. Meliton E. Buyco II
	client for submission to a Newspaper of General Circulation ***			
	Processes the Petition which includes the preparation of the following: Petition Letter Documents for Ten (10) days mandatory posting Certificate of Posting Transmittal Letter			Nilda A. Atonducan
Submits proof of publication • Affidavit of Publication from the Publisher • Copy of the Newspaper Clippings	Receives and review proofs of publication			Newspaper Publishing Company
Signs the Petition Letter	Reviews the completeness of documents and signatories;		15 minutes	Engr. Meliton E. Buyco II
	Grants decision and sign the documents			
	Prepares First Endorsement to PSA, Manila Legal Service Division for Affirmation			

Presents the claim stub	Processes the Affirmed Petition which includes the preparation of the following:	20 minutes 1 minute 2 minutes	Nilda A. Atonducan Nilda A. Atonducan Engr. Meliton E. Buvco II
	in the MTO	2 minutes	
	Prepares the document for submission at PSA Office		
Presents the Official Receipt	Releases the complete Petitioners Copy of the Transmitted Civil Registry documents	1 minute	Nilda A. Atonducan

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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Latest PSA Copy of Certificate of Live Birth tobe 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 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 • Affidavit of Publication from the Publisher • Copy of the newspaper clippings	Newspaper Publishing Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Submits complete	Receives and reviews the		15 minutes	Nilda

^{**} 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.

				1
documentary	submitted documents			A.Atonducan
requirements for pre	and if found okay			
interview and	advices client to pay the			
evaluation	required fees in the MTO			
Submit Official	Receives the pre	Filing Fee-	20 minutes	Nilda A.
Receipt and pre	evaluated documents and	3,000.00		Atonducan
evaluated documents	Official Receipt;			
		Subscription		
	Prepares the petition;	Fee –		
		150.00		
	Issues the claim stub	G .: 6 1		
	with scheduled date of	Certified		
	follow up.	True Copy		
		of		
		Documents-		
		100.00 per		
		set		
		Migrant		
		Petition		
		(those who		
		were born		
		outside		
		Anilao and		
		now with a		
		permanent		
		address in		
		the		
		municipality		
)		
		,		
		Service Fee		
		-500.00		
	Issues a Notice for		2 consecutive	Engr. Meliton E.
	Publication;		weeks	Buyco II
	i donedion,		WCCRS	Buyeo II
	Releases the same to the			
	client for submission to a			
	Newspaper of General			
	Circulation***			
	Processes the Petition			Nilda A.
	which includes the			Atonducan
	preparation of the			
	following:			
	Petition Letter			
	Documents for			
	Ten (10) days			
	mandatory			
	posting			
Submits Proof of	Receives and reviews			Nilda A.
Publication	proofs of publication			Atonducan
Affidavit of	r			
Publication				
from the				
Publisher				
I UUIISIICI				1
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Clippings		1.5	D 36.00 -
Signs the Petition Letter	Reviews the completeness of documents and signatories; MCR grants decision and sign the document Prepares First Endorsement to PSA, Manila Legal Service	15 minutes	Engr. Meliton E. Buyco II
	Division for		
	Affirmation****	20	3.7'1.1 A
	Processes the Affirmed Petition which includes the preparation of the following:	20 minutes	Nilda A. Atonducan

Presents the claim	Advices the petitioner to	1 minute	Nilda A.
stub	pay the prescribed fees		Atonducan
	MCR signs the documents;	2 minutes	Engr. Meliton E. Buyco II
	Prepares the document for submission at PSA Office		
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	

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^{***} 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.