



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR



OFFICEMUNICIPAL CIVIL REGISTRAR OF THE

Civil Registration is a continuous, permanent and compulsory recording of vital events and their characteristics in accordance with the legal requirements. The civil registry function is defined in the Civil Registry Laws, Civil Codes and other pertinent laws, rules and regulations issued to implement them. It also mandates the registration in appropriate registry book of all facts and acts concerning the civil status of persons from birth to death including changes taking place therein.

MISSION

To assist the general public in registering vital events such as birth, marriage, death certificate and other registrable documents as required by law.

VISION

The registration procedures and provisions will standardize the civil registration that will result in current, complete and accurate vital statistics in the country.

OBJECTIVES:

To assure of an honest, prompt and dedicated service to the client.

Core Functions:

To assist the general public in registering and securing registrable documents.

Clients:

1. Residents and non-residents of the municipality of Paombong, Bulacan.



1. ISSUANCE OF BIRTH, MARRIAGE AND DEATH CERTIFICATE FROM THE COMPUTER SYSTEM (CRIS)

The Municipality Civil Registrar's Office uses the Civil Registry Information System (CRIS) in issuing the documents from the computer database.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2C Government to Client			
Who may avail:	Residents and Non-Residents of Paombong, Bulacan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
-Documents to be requested and the full information -Valid ID of document owner • if not the document owner SPA/Authorization Letter from the document owner with valid ID of the owner and authorized representative) -Other requirements, if necessary.			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requester will write the information/ details of the requested document <u>Birth Certificate</u> -Name of Child -Birthday -Birth place -Name of Parents (mother's maiden name)	1. Ask for valid ID of the requester 2. Check and verify the requested document • If the document is available print the document	None none none	3-5 minutes 2-5 minutes 4-8 minutes	MCR MCR Staff MCR MCR Staff MCR MCR Staff



<u>Marriage Certificate</u> -Name of Husband -Name of Wife (maiden name) -Date of Marriage -Place of Marriage <u>Death Certificate</u> -Name of Deceased -Date of Death -Place of Death 2. Pay the required fee and present the O.R. to MCR staff for recording	<ul style="list-style-type: none"> • If the document is not available in our office file advise the client to secure a copy from the PSA; 	none	3-5 minutes	MCR MCR Staff
	<ul style="list-style-type: none"> • if no record available in PSA advise the client to file for a late registration & give the list of requirements to comply 	none	8-10 minutes	MTO Staff
	2. Instruct the client for payment at MTO	P200.0 Based on the Local Revenue Code of 2019	4-10 minutes	MCR MCR Staff
	3. Record the O.R. in the MCR logbook with their contact number	none	2-5 minutes	MCR MCR Staff



3. Release and receive requested document/s	4. Release the requested document & advise the client to check the document before leaving the Office 5. Inform the MCR Staff if there is discrepancy on the released document to double check the entry and or advise the client to file correction of entry under RA 9048/10172	none	5-10 minutes	MCR MCR Staff MCR MCR Staff
	Total:			



2. APPLICATION AND ISSUANCE OF MARRIAGE LICENSE

The Municipal Form No. 90 or the Application for Marriage License (APL)

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C Government to Client
Who may avail:	One of the couples must be a resident of Paombong, Bulacan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">PERSONAL APPEARANCE OF THE COUPLES APPLYING FOR MARRIAGE LICENSE; one of the applicants must be a resident of Paombong, Bulacan)-Duly accomplished Application for Marriage License (APL)-PSA Birth Certificate (original & photocopy)-PSA CENOMAR (original)-Barangay Certificate of Residency/clearance (original)-Valid ID's with address & Cedula (original & photocopies)- 2x2 colored ID pictures (2 pcs.)-other documents (if necessary) <ul style="list-style-type: none">18-20 y/o father's appearance to sign the Consent Form with father's valid ID21-24 y/o parents' appearance to sign the Advice Form with their valid IDsAffidavit of Guardianship (if necessary) Foreigner (add'l requirements) <ul style="list-style-type: none">Photocopy of Passport with date of arrivalCert. of Legal Capacity from their Embassy in the Phils. (original & photocopy)If divorce/annulled – divorce paper/judicial decreePSA Marriage Certificate with annotation of annulment/divorce (original & photocopy)	Client
	MCR/MCR Staff Consent/Advice Form and or duly notarized Client (Notary Public/ Consul General/Embassy)
	Client



Widow/Widower (addt'l requirements) <ul style="list-style-type: none"> PSA Death Certificate of Spouse (original & photocopy) PSA Certificate of Marriage of previous spouse (original & photocopy) 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application for Marriage License (APL) and other requirements	1. Check the completeness and validity of the requirements 2. Interview the applicants 3. If the requirements are complete, advise the client to wait while preparing and typing their APL/ Consent/ Advice/ and Notice for posting 4. Present to the client the prepared APL for them to read the details; if there is no correction the applicants will sign their APL; and if there is discrepancy/error the MCR Staff will check and correct the document	None	3-5 minutes	MCR MCR Staff
		None	5-8 minutes	MCR MCR Staff
		None	5-10 minutes	MCR MCR Staff
		None	3-5 minutes	MCR MCR Staff
		None	5-8 minutes	MCR MCR Staff



	<ul style="list-style-type: none">• If the requirements are incomplete and or with discrepancies give checklist & advice the clients to submit upon completion	None	5-10 minutes	MCR MCR Staff
2. Pay the required fee and submit the O.R. for recording	5. Instruct the client to pay the at MTO the corresponding fees 3. Register the O.R. in the MCR log book. With their contact number	P200.00 (APL) P100.00 (Family Planning) P100.00 (Pre -Marriage Counselling) None	4-10 minutes 2-5 minutes	MTO Staff MCR MCR Staff
	4. Instruct the client to proceed to the Population Office for the schedule of Family Planning / Pre Marriage Counselling	None	5-8 minutes	Population Office



3. Release/Receive the APL document	6. Release of Marriage License after the 10- day posting period with the attached Certificate of Family Planning/Pre Marriage Counselling.	P100.00	5-8 minutes	MCR MCR Staff
	<ul style="list-style-type: none">if the applicants for APL did not obtain the documents on time of the release the MCR Staff will inform them via text messages	None	4-6 minutes	MCR S MCRtaff

3. REGISTRATION OF BIRTH CERTIFICATE, MARRIAGE CERTIFICATE, DEATH CERTIFICATE

The Municipal Form No. 102 is also known as the Certificate of Live Birth (COLB), the prescribed form used for the declaration of facts surrounding the birth of a person for the purpose of registration.

The Municipal Form No. 97 is also known as the Certificate of Marriage (COM) it is used to record information pertaining to the marriage of the contracting parties.

The Municipal Form No. 103 is the Certificate of Death (COD) is the record of vital information on the identity of the deceased.

Office or Division:	Municipal Civil Registrar
Classification:	
Type of Transaction:	G2C Government to Client



Who may avail:	Residents and Non-Residents of Paombong
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>1. BIRTH REGISTRATION (ON TIME REGISTRATION)</u>	
1-Duly accomplished Certificate of Live Birth <ul style="list-style-type: none">• If the parents are married attached the photocopy of parents' Certificate of Marriage and valid ID's• If the parents are not married	Client
-Duly accomplished and Notarized Affidavit of Acknowledgement of Paternity/ Affidavit to Use the Surname of the Father (2 original & 4 photocopies) -Parents' Valid ID's and Cedula (4 photocopies)	Client
<u>BIRTH REGISTRATION (DELAYED REGISTRATION OF BIRTH)</u>	
--PSA No Record of Birth (original & photocopy) -Baptismal Certificate, -School Record (F-137) or School Certification, -Record of Vaccination, Comelec Voter's Record -Phil health MDR, National ID, other Valid ID -Parents' Certificate of Birth /Cert. of Death -Parent's Certificate of Marriage & Valid ID's -Affidavit for Delayed Registration of Birth (registrant/parents) -Affidavit of Two Disinterested Person with valid ID's -Barangay Certification, Certificate of Residency -2x2 ID Picture - Duly accomplished Certificate of Birth <ul style="list-style-type: none">• If not the owner of the document present authorization letter or SPA from the owner with valid IDs	Client
<u>2. CERTIFICATE OF MARRIAGE (ON-TIME REGISTRATION)</u>	
-Duly accomplished Certificate of Marriage -Attached the photocopies of APL, family planning/pre marriage counselling certificate and other supporting documents -Certificate of Solemnizing Officer (photocopy)	Client



<u>DELAYED REGISTRATION OF MARRIAGE</u> -PSA No record of Marriage -PSA CENOMAR (husband and wife) - Marriage License issued & record of marriage from the solemnizing officer -Picture of Wedding ceremony (if possible) -Certificate of birth children with parent's date of marriage -Duly accomplished Certificate of Marriage -Affidavit of Solemnizing Officer & Certificate of Solemnizing Officer -Affidavit for Delayed Registration of Marriage (husband and wife) -Affidavit of Two Disinterested Person with Valid ID's -Letter request of Solemnizing Officer to the MCR for the delayed registration of Marriage -Valid ID's (husband and wife) -other documents (if necessary) <ul style="list-style-type: none">• If not the owner of the document present authorization letter or SPA from the owner/s with their valid IDs	Client
3. CERTIFICATE OF DEATH (ON TIME REGISTRATION) -Duly accomplished Certificate of Death -Transfer Permit/Burial Permit (if necessary)	Client
<u>CERTIFICATE OF DEATH (DELAYED REGISTRATION)</u> -PSA No Record of Death -Duly accomplished Certificate of Death with signature of doctor/attending physician/ MHO/ relative - Certificate of Burial (Cemetery/Memorial) - Certification from the church -Affidavit for Delayed Registration of Death (relatives) with valid ID's -Affidavit of Two Disinterested Person with Valid ID's -other documents (if necessary) -Picture lapida (if necessary)	Client



<ul style="list-style-type: none">• If not the immediate family present an authorization letter or SPA from the immediate family with valid ID's				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document to be registered	<ol style="list-style-type: none">1. Check the completeness and validity of the requirements<ul style="list-style-type: none">• If the requirements are incomplete submit the requirements upon completion	None	4 minutes 5-6 minutes	MCR MCR Staff MCR MCR Staff



	2.Instruct the client to proceed to MTO for payment	P200.00	4-10 minutes	MTO Staff
2. Pay the required fee and submit the O.R. for recording	3.Register the O.R. in the log book.	None	2-5 minutes	MCR MCR Staff
3.Release/receive the document	4. Release of registered document <ul style="list-style-type: none">Release of delayed registration after the 10-day posting period	None	5-10 minutes	MCR MCR Staff

4. CORRECTION OF ENTRY UNDER REPUBLIC ACT 9048 & 10172 (Birth, Marriage & Death Certificate)

Republic Act 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical error or typographical error in an entry/an or change of first name in the civil register without a judicial order while Republic Act the 10172 (amended) authorizes to correct the day and month in the date of birth or sex of a person.



Office or Division:	Municipal Civil Registrar
Classification:	
Type of Transaction:	G2C Government to Client
Who may avail:	Residents and Non-Residents of Paombong, Bulacan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Change of First Name (CFN), Sex & Clerical Error (CCE) in the Certificate of Birth, Certificate of Marriage and Certificate of Death</u></p> <p>(requirements depends on the case/situation & availability of supporting documents)</p> <ul style="list-style-type: none">- PSA Record (Birth/ Marriage/ Death)- Baptismal Certificate- School Record (Form 137)/Certification if destroyed- Comelec Record, SSS/GSIS Record- Phil health MDR/ Land Title- Passport/ Driver's License/PRC/ National ID- Medical Record/Business Record- Birth Cert. of Mother/Father/ Siblings/ Children/Grandparents- Marriage Cert. of Parents/Petitioner- NB I/Police/ Brgy. Clearance/ Cedula- Employment Cert./ Affidavit of Non-Employment/Self Employed- Affidavit of Newspaper Publication (2 consecutive weeks of publication)- other documents (if necessary)- 1 Long Folder- Filling Fee P3,000.00 + misc. for Change Name & Sex/Gender- Filling Fee P 1,000.00 + misc. for Clerical Error <ul style="list-style-type: none">• if not the document owner SPA/Authorization Letter from the document owner with valid ID of the owner and authorized representative	Client



<i>(except for change of sex, personal appearance of petitioner is required)</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements for CFN, CCE and change of Sex	1. Check the completeness and validity of the requirements -If the requirements are incomplete give checklist & advise to submit upon completion	None	10-15 minutes	MCR MCR Staff
		None	5-10 minutes	MCR MCR Staff
2. Pay the required fee and submit the O.R. for recording	2. Instruct the client to proceed to MTO for payment 3. Register the O.R. in the log book. 4. Prepare the documents for posting	P3,000.00 (CFN/ Change Sex) P1,000.00 (CCE)	4-10 minutes	MTO Staff
		None	2-5 minutes	MCR MCR Staff
		None	8-10 minutes (posting)	MCR



	5. Prepare and decide the petition to be submitted to the PSA Central Office Manila for verification and approval via courier (LBC)	None	20-45 minutes (decision)	MCR
3.Client will be notified on the status of the petition submitted to Central Office	4. Client will be informed thru text/call on the approved petition and will be given a certified true copy to request for document with annotation at PSA -if there is a feedback client will also be notified	None	2-10 minutes	MCR MCR Staff
4.Client will request for a copy of document with annotation at PSA Manila/ Pampanga				
	Total:			



5. ACKNOWLEDGEMENT OF PATERNITY/ REPUBLIC ACT 9255 / LEGITIMATION

Republic Act 9255 is an Act Allowing Illegitimate Children to Use The Surname of The Father (AUSF).

Legitimation by subsequent marriage allows the legitimization of children born to parents who were not married at the time of the child's birth but subsequently marry each other.

Office or Division:	Municipal Civil Registrar	
Classification:		
Type of Transaction:	G2B Government to Business	
Who may avail:	Residents and Non-Residents of Paombong	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<u>ACKNOWLEDGEMENT OF PATERNITY</u> <u>For Previously Registered Birth</u> -PSA Certificate of Live Birth (original & 4 photocopies) - if the child is registered under the surname of the mother and unknown name of the father; father will execute notarized Affidavit of Acknowledgement/Paternity with valid ID -the mother will execute a Notarized Affidavit to Use the Surname of the Father (AUSF) and the Attestation - if the child is 7 years old and above child will execute the AUSF attested by the mother -Valid ID's of parent's and child	 Client Client (father) Client (mother) Client (child/owner of certificate of birth)	
<u>LEGITIMATION</u> <u>Previously Registered</u> - PSA Certificate of Live Birth (original & 4 photocopies) - if the child is registered under the surname of the mother and unknown name of father, the father will execute notarized Affidavit of Acknowledgement/Paternity with valid ID -Parents will execute notarized Joint Affidavit of Legitimation	 Client Client (father) Client (parents)	



<p>-PSA Certificate of Marriage (original & 4 photocopies)</p> <p>-PSA CENOMAR of Parents (original & 4 photocopies)</p> <p>-Child's Certificate of Baptism (original & 4 photocopies)</p> <p>-Valid ID of Parents/Child</p> <p>-other requirements if necessary</p>		Client (parents) Client (parents) Client (child) Client (child, parents)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Check the completeness and validity of the requirements and interview the applicant <ul style="list-style-type: none">• If the requirements are incomplete submit the requirements upon completion	None	6-10 minutes	MCR MCR Staff
		None	5-8 minutes	MCR MCR Staff
	2. Prepare the documents and submit to Central office for verification & approval via courier (LBC)	Client will pay for the courier	10-20 minutes	MCR MCR Staff
	3. Instruct the client to proceed to MTO for payment	P200.00	4-10 minutes	MTO Staff



2. Pay the required fee and submit the O.R. to MCR for recording	4. Register the O.R. in the log book. 5. Clients will be given a copy of the documents submitted and advise to request for a copy of document with annotation from PSA Manila after 3-4 weeks -if there is a feedback the client will be notified	None	2-5 minutes	MCR MCR Staff
3. Client will request for a copy of document with annotation at PSA Central Office				
	Total:			



6. SUPPLEMENTAL REPORT (BIRTH, MARRIAGE AND DEATH CERTIFICATE)

Supplemental Report is used to supply entries or information which were inadvertently omitted when the document was registered.

Office or Division:	Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2B Government to Business			
Who may avail:	Residents and Non-Residents of Paombong			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">-PSA Document to be supplemented for Birth, Marriage, Death Certificate (original 4 photocopies)-Baptismal Certificate(original 4 photocopies)-Marriage Certificate Owner/Parents(original 4 photocopies)-Valid Id's (4 photocopies w/ signature)-Notarized Affidavit of Supplemental Report (2 original, 4 photocopies)-other requirements if necessary<ul style="list-style-type: none">• If not the owner of the document present authorization letter or SPA from the owner with valid IDs		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Check the completeness and validity of the requirements	None	5 -10 minutes	MCR MCR Staff



	<ul style="list-style-type: none">• If the requirements are incomplete submit the requirements upon completion			
	2. Prepare the documents, clients will check the details and sign the document	None	10 -20 minutes	MCR MCR Staff
	3. Instruct the client to proceed to MTO for payment	P200.00	4-10 minutes	MTO Staff
2. Pay the required fee and submit the O.R. for recording	3. Submit the documents for Supplemental Report at Regional Office/ Central Office for verification & approval Via courier (LCR)	Client will pay the courier via LBC (P135.00)	10-15 minutes	MCR MCR Staff
	4. Register the O.R. in the log book.	None	2-5 minutes	MCR MCR Staff
	5. Give client a copy of docs to be presented in securing PSA copy with annotation after 2-4 weeks	none	5-10minutes	MCR MCR Staff
3. Client will request for a copy of document with annotation at PSA Central Office/ Pampanga	if there is a feedback the client will be notified			





	Total:	None		

7. ENDORSEMENT OF DOCUMENT (BIRTH, MARRIAGE AND DEATH CERTIFICATE)

Endorsement of a document that are not found in the Civil Registry System (CRS) database and archives whether previously registered or currently registered at the Municipal Civil Registrars

Office or Division:	Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2B Government to Business			
Who may avail:	Residents and Non-Residents of Paombong			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
-PSA No Record (Original & 4 photocopies) -Owner's Valid ID (4 photocopies) -other requirements if necessary <ul style="list-style-type: none">if not the document owner present SPA/Authorization Letter from the owner with valid ID's			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements for endorsement	1. Check and verify the requested document	None	5-10minutes	MCR MCR Staff



	<ul style="list-style-type: none">• we endorse document available in our office file <p>2. Prepare the document and submit to the Provincial Office verification & approval</p> <p>3. Instruct the client to proceed to MTO for payment</p> <p>4. Register the O.R. in the log book.</p> <p>5. Furnish client a copy of docs to be presented to PSA in securing PSA copy after 3-4 weeks</p> <p>-if there is a feedback the client will be notified</p>	None P200.00	10-20 minutes 4-10 minutes 2-5 minutes 5-7 minutes	MCR MCR Staff MTO Staff MCR MCR Staff MCR MCR Staff
2. Pay the required fee and submit the O.R. for recording				
3. Client will request for a copy of document with annotation at PSA Central Office				



8. ADVANCE COPY OF DOCUMENT (BIRTH, MARRIAGE AND DEATH CERTIFICATE)

Endorsement of a document for currently registered at the Municipal Civil Registrars that are not yet received and encoded at the Civil Registry System (CRS) database.

Office or Division:	Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2B Government to Business			
Who may avail:	Residents and Non-Residents of Paombong			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
-Request for urgency of the document owner (original and 3 photocopy) -Duly Registered Birth/Marriage/Death Certificate (original &3 photocopy) -Owner's Valid ID (3 photocopy with signature) -other requirements (if necessary) <ul style="list-style-type: none">• if not the document owner SPA/Authorization Letter from the document owner with valid IDs			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Check and verify the requested document <ul style="list-style-type: none">• we endorse document registered and available in our office file	None	3-5 minutes	MCR MCR Staff



	2.Prepare the documents for advance copy/ electronic endorsement to PSA Field Office for verification & approval	None	5 -10 minutes	MCR MCR Staff
2.Pay the required fee and submit the O.R. for recording	3.Instruct the client to proceed to MTO for payment	P200.00	4-10 minutes	MTO Staff
	4.Register the O.R. in the log book.	None	4-7 minutes	MCR MCR Staff
	5.Furnish client a copy of docs to be presented to PSA in securing PSA copy after 3-4 weeks -if there is a feedback the client will be notified	None	5-7 minutes	MCR MCR Staff
3.Receive copy of document				
4. Client will request for a copy of document with annotation at PSA Central Office				



9. CERTIFIED THRU COPY OF DOCUMENT (BIRTH, MARRIAGE, AND DEATH CERTIFICATE)

Office or Division:	Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2B Government to Business			
Who may avail:	Residents and Non-Residents of Paombong, Bulacan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
-Original copy of Birth, Marriage and Death Certificate to be certified (3 photocopies) - Document Owner's Valid ID (photocopy with signature) • if not the document owner SPA/Authorization Letter from the document owner with valid ID of the owner and the authorized representative			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document	1. Check and verify from our record the authenticity of the document to be certified 2. Prepare the documents to be certified 3. Instruct the client to proceed to MTO for payment	None None P200.00	3-5 minutes 5-8 minutes 4-10 minutes	MCR MCR Staff MCR MCR Staff MTO Staff
2. Pay the required fee and submit the O.R. for recording				



3.Receive copy of document	4.Register the O.R. in the log book and advise the requester to check the document before leaving	None	2-5 minutes	MCR Staff
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10. COURT ORDER (CANCELLATION, ANNULLMENT / RECOGNITION, ADOPTION)

A court order is a directive issued by a Judge or a court.

Office or Division:	Municipal Civil Registrar			
Classification:				
Type of Transaction:	G2B Government to Business			
Who may avail:	Residents and Non-Residents of Paombong			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
-4 copies certified true copies of Court Order /finality/Decision - Document Owner's Valid ID • if not the document owner SPA/Authorization Letter from the document owner with valid ID's			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the documents	1. Check and verify the completeness and authenticity of the document	None	5 -10 minutes	MCR MCR Staff
	2. Prepare the documents and other supporting documents to be forwarded to PSA Central Office for verification & approval	None	10-30 minutes	MCR MCR Staff
	3. Instruct the client to proceed to MTO for payment	P1,000.00	7 -10 minutes	MTO Staff
	4. Register the O.R. in the log book.	None	2 -5minutes	MCR MCR Staff
	5. Furnish client a copy of docs to be presented to PSA in securing PSA copy after 2-3 weeks	None	4 -10 minutes	MCR MCR Staff
2. Pay the required fee and submit the O.R. for recording	-if there is a feedback the client will be notified			
3. Receive copy of document				
3. Client will request for a copy of document with annotation at PSA Central Office				



MUNICIPAL CIVIL REGISTRAR : FLORA DR. TAGALICUD

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