

Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

CITY CIVIL REGISTRY OFFICE

LIST OF FRONTLINE SERVICES

1. REQUESTING CERTIFIED/TRANSCRIPTION COPY OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH CERTIFICATION)
2. REQUESTING ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS TO NSO-OCRG FOR THE ISSUANCE OF SECURITY PAPER (SECPA)
3. FILING OF PETITION FOR CHANGE OF FIRST NAME AND/OR CORRECTION OF CLERICAL ERROR (IMPLEMENTATION OF RA 9048)
 - a. CHANGE OF FIRST NAME
 - b. CORRECTION OF CLERICAL ERROR
 - c. REQUEST FOR RE-ENDORSEMENT OF IMPUGNED PETITION TO OCRG FOR RECONSIDERATION
 - d. REQUEST FOR ISSUANCE OF ANNOTATED DOCUMENT AFFECTED BY THE IMPLEMENTATION OF RA 9048
4. CHANGE/TRANSFER OF SURNAME OF A PREVIOUSLY REGISTERED CHILD TO THE SURNAME OF THE FATHER (IMPLEMENTATION OF RA 9255)
5. REGISTERING DEATH CERTIFICATE
6. REGISTERING MARRIAGE CERTIFICATE
7. APPLYING FOR THE MARRIAGE LICENSE
8. REQUESTING OUT-OF-TOWN REGISTRATION
9. REGISTERING OF FOUNDLING AND ABANDONED CHILD
10. REGISTERING BIRTH CERTIFICATE (PROMPT)
11. REGISTERING COURT DECREES/ORDERS/DECISIONS AND REQUESTING FOR ENDORSEMENT TO OCRG-NSO FOR ISSUANCE OF SECURITY PAPER (SECPA)

VISION STATEMENT

The Local Civil Registrar Is A Costumer-Friendly Office That Provides The Quality Civil Registration Services Attuned To Global Demands.

MISSION STATEMENT

Effective Civil Registration System And Delivers Quality Civil Registration Services Irrespective Of Creed, Class And Culture Pursuant To Civil Registration Laws.

PERFORMANCE PLEDGE

We, the Civil Registry Personnel sincerely pledge to:

PROVIDE efficient delivery of public service, particularly civil registry services, by adopting simplified procedures for reducing bureaucratic red tape and expediting transactions thereby promoting and sustaining a strong and committed local civil registry system;

ESTABLISH effective practices aimed at preventing graft and corruption and adopt appropriate measures to promote transparency in the office with regard to the manner of transacting public;

UPHOLD the civil registration laws of the country and its ideals by putting a premium on professionalism, discipline, productivity, commitment and justness towards the attainment of an excellent and efficient civil registry system;

PROMOTE the primacy of public interest over personal interest and value ethics, excellence and empowerment for clean and transparent civil registration at all times;

MAINTAIN the highest degree of honesty, integrity, competence, hard work, responsiveness, decisiveness, innovativeness, teamwork, open-mindedness and respect in the performance of our duties.

REQUESTING CERTIFIED/TRANSCRIPTION COPY OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH CERTIFICATES)

☑ ABOUT THE SERVICE

Birth, Marriage, and Death Certificate are the most common and frequently requested and issued civil registry record in the office. It may be availed in certified machine copy wherein the Local Civil Registry (LCR) office copy of your civil registry record is photocopied and certified as true reproduction from the original LCR copy. It can also be availed in certified true copy wherein the information from the original LCR copy is transferred to the new civil registry form or by issuing a transcription copy wherein information is extracted from the original LCR copy and printed using the Civil Registry Information System (CRIS).

Every issuance of a certified and/or transcription copy of your civil registry record is certified by a duly authorized civil registry personnel whose signature specimen appears in the NSO database of signature specimens.

☑ REQUIREMENTS

1. Valid ID of the requesting party;
2. If the requester is not the owner of the document, authorization (original copy) from the owner of the document, ID of the owner of the document and ID of the requester and/or as provided under *Art. 7 of PD 603 & Rule 24, AO 1, s. 1993.*

☑ FEES

- P 105.00 – Certified/transcription copy
- 15.00 – BIR documentary stamp tax
- P 21.00 – per page (*for certified machine copy*)

☑ ☑ HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	APPROACHES THE INFO DESK & FILLS UP THE REQUEST SLIP The customer supplies the necessary information needed for the verification	Gives verification slip to fill up. Verifies the availability of record using CRIS – Civil Registry System/ OR <i>Verifies manually with the appropriate registry books, if not found with CRIS.</i>	2 mins. 5 mins./ OR 2 hrs.	Milagros Buyser <i>JO Clerk</i> Frechie V. Ellazo <i>Admin. Asst. I</i> Annaliza C. Dolor <i>JO</i> Lamberto A. Malooy <i>JO</i> Junaphine Monta <i>JO</i> Milagros Buyser <i>JO Clerk</i>
		If the requested record is available, issues certified/ transcription copy. If not available, issues negative certification and advises the customer to pay at the City Treasurer's Office (CTO).	5 mins.	Frechie V. Ellazo <i>Admin. Asst. I</i> Annaliza C. Dolor <i>JO</i>
2.	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas <i>RCC II</i> Anna Mae A. Ellazo <i>Clerk III</i>
3.	WAITING TIME	Retrieves the original copy of the requested document from the office's archives. Prepares a certified/ transcription copy	2 mins. 10 mins.	Lamberto A. Malooy <i>JO</i> Junaphine Monta <i>JO</i> Frechie V. Ellazo <i>Administrative Asst. I</i> Nathaniel B. Feliscuzo <i>Administrative Aide VI</i> Annaliza C. Dolor <i>JO</i>

		SIGNATURE OF THE APPROVING OFFICER Examines and reviews the document.	15 min.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
4.	RECEIVES THE PERSONAL COPY	Release the requested copy to the concerned party.	1 min.	Milagros Buyser JO Clerk
TOTAL With CRIS Manual Verification			50 min. 2 hrs. & 43 mins.	
--- END OF TRANSACTION ---				

REQUESTING ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS TO NSO-OCRG FOR THE ISSUANCE OF SECURITY PAPER (SECPA)

ABOUT THE SERVICE

Some civil registry documents when requested directly at NSO Serbilis outlet yielded negative result. When further verification has been made in the Local Civil Registry (LCR) office, the document is found to be duly registered. In order to have this document to be available at the NSO, the office is accepting requests for endorsement of civil registry documents not found in NSO to OCRG-NSO for the issuance of security paper.

REQUIREMENTS

1. NSO Negative Certification (Original)

FEES

P105.00 - certified true copy
15.00 - BIR documentary stamp tax

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	PRESENTS THE NSO NEGATIVE CERTIFICATE TO THE INFO DESK Supplies the necessary information needed for the verification.	Verifies the availability of record in the computer using Civil Registry Information System (CRIS). OR <i>Manual verification in appropriate registry books if not found in computer.</i>	5 mins. OR 2 hrs.	Frechie V. Ellazo Admin. Asst. I Annaliza C. Dolor JO Lamberto A. Malooy JO Junaphine R. Monta JO Milagros Buyser JO Clerk
2.		If not available, recommends to customer to apply for delayed registration. If available, retrieves the original copy of the requested document in the office's archives. Advises the customer to pay prescribed fees at City Treasurer's Office (CTO)	10 min.	Nathaniel B. Feliscuzo Admin. Aide VI Lamberto A. Malooy JO Junaphine Monta JO
3.	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
4.	WAITING TIME	Prepares certified/ transcription copy Prepares transmittal to OCRG-NSO	20 mins	Frechie V. Ellazo Admin. Asst. I Nathaniel b. Feliscuzo Admin. Aide VI

		SIGNATURE OF THE APPROVING OFFICER Reviews and signs the document	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
5.	RECEIVES THE PERSONAL COPY	Release the requested copy to the concerned party.	1 min.	Milagros Buysen JO Clerk
TOTAL With CRIS Manual Verification			1 hour & 1 min. 2 hrs. & 56 mins.	
--- END OF TRANSACTION ---				

FILING OF PETITION FOR CHANGE OF FIRST NAME AND/OR CORRECTION OF CLERICAL ERROR (Implementation of RA 9048)

ABOUT THE SERVICE

Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

RA 9048 amends Article 376 of the Civil Code of the Philippines, which prohibit the change of name or surname of a person, or any correction or change of entry in a civil register without a judicial order.

Petitions for correction of typographical error in any entry in civil registry documents can now be filed at the Local Civil Registry (LCR) Office nearest to you, except for corrections involving the change in sex, nationality and status of a person.

A. CHANGE OF FIRST NAME

REQUIREMENTS (4 copies each)

1. Certified copy of the affected document;
2. Public or private documents showing the correct/habitually used name (e.g. baptismal certificate, voter registration record, school record, marriage certificate);
3. Publication - at least once a week for two (2) consecutive weeks in a newspaper of general circulation.
4. Affidavit of publication from the publisher;
5. Newspaper clippings;
6. Clearance from the employer that he/she has no pending administrative, civil/criminal case, or no criminal record. If unemployed, affidavit of non-employment;
7. Clearances: NBI, PNP & Barangay

FEES

P 3,000.00	– prescribed filing fee (plus P1,000.00 service fee for migrant petitions)
21.00	– certified machine copy per page
210.00	- registration fee (RA 9048)
	– publication fee (<i>depending on the publisher</i>)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	APPROACH THE FRONTLINE DESK	Guides the customer to the personnel in charged in the implementation of RA 9048	1 min.	Milagros Buysen JO
2	PRESENTATION OF THE PROBLEM Presents problems to the personnel in-charge	gives the petitioner list of requirements based on the errors declared. Informs of the prescribed filing fee and other related expenses	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
THE PETITIONER WILL RETURN TO THE OFFICE AFTER COMPLYING ALL THE DOCUMENTS REQUIRED				
3	SUBMISSION OF REQUIREMENTS Submits the requirements	Examines and certifies that the documentary evidences presented are genuine reproduction from the original copy.	3 hrs.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar

		PREPARATION OF PETITION Drafts the petition. The City Civil Registrar (CCR) reviews the draft petition. Computes prescribed fees & advises petition to pay at City Treasurer's Office (CTO).		Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
4	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
5	Brings his petition to the City Civil Registrar.	SIGNATURE OF THE CCR Makes final review and administers the oath.	20 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
6	PUBLICATION brings this notice to any newspaper of general circulation for publication and pay the publication fee.	Issues Notice for Publication. <i>Publication requirement is once a week for 2 consecutive weeks.</i>	3 weeks	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar <i>Publisher</i>
7.	SUBMISSION OF REQUIREMENTS Submits the affidavit of the publisher and clippings of the publication.	Examines and evaluates the additional requirements submitted. Gives the file copy of the petitioner	1 hr.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
8.	WAITING TIME	POSTING Posts the Notice of Posting for 10 calendar days. Issues Certificate of Posting	10 calendar days	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
<i>For migrant petitions</i>		<i>Endorse the petition together with all the supporting docs. to the Records Keeping Local Civil Registrar (RKCR)</i>	-	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
9		DECISION OF THE CCR Granting that documentary evidences are substantial to prove and support the errors sought to be corrected, the CCR renders decision in favor to the petitioner.	5 working days <i>(Rule 10.4)</i>	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
10		TRANSMITAL OF THE PETITION TO OCRG-NSO forwards the documents to OCRG for affirmation. Mailing to OCRG NSO	5 working days <i>(Rule 10.5)</i>	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Annaliza C. Dolor JO
11		RECEIPT OF THE ACTION TAKEN BY OCRG-NSO If impugned, go to "C". If affirmed, go to "D".	3 mos	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
TOTAL			4 months, 15 days, 4 hours, 46 minutes	
--- END OF TRANSACTION ---				

B. CORRECTION OF CLERICAL ERROR

REQUIREMENTS (4 copies each)

1. Certified copy of the affected document;
2. Public or private documents showing the correct entry (e.g. Baptismal certificate, Voter Registration Record, School Record, Birth Certificate Mother, Father, Husband, Wife, Siblings, Marriage Certificate of Parents)

FEES

P 1,000.00	– prescribed filing fee (plus P500.00 service fee for migrant petition)
21.00	- certified machine copy per page
210.00	- registration fee (RA 9048)

✓ HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	APPROACH THE FRONTLINE DESK	Guides the customer to the personnel in charged in the implementation of RA 9048	1 min.	Milagros Buysen JO
2.	PRESENTATION OF THE PROBLEM Presents his problem to the personnel in-charge	<i>gives the petitioner list of requirements based on the errors declared.</i> <i>Informs of the prescribed filing fee and other related expenses</i>	15 mins.	Cerlito V. Basanez Registration Officer III
3	SUBMISSION OF REQUIREMENTS Submits the requirement to the personnel in-charge.	<i>Examines and certifies that the documentary evidences presented are genuine reproduction from the original copy.</i> PREPARATION OF PETITION <i>Drafts the petition.</i> <i>The CCR reviews the draft petition.</i> Computes prescribed fees & advises petition to pay at CTO.	3 hrs.	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar
4.	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
5.	Brings his petition to the City Civil Registrar.	SIGNATURE OF THE CCR Makes final review and administers the oath.	15 mins.	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar
<i>For migrant petitions</i>		<i>Endorse the petition together with all the supporting docs. to the Records Keeping Local Civil Registrar (RKCR)</i>	-	-
6.	WAITING TIME	POSTING <i>Posts the Notice of Posting for 10 calendar days. Issues Certificate of Posting</i>	10 calendar days	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar
7		DECISION OF THE CCR Granting that documentary evidences are substantial to prove and support the errors sought to be corrected, the CCR renders decision in favor to the petitioner.	5 working days (Rule 10.4)	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar
8		TRANSMITAL OF THE PETITION TO OCRG-NSO forwards the documents to OCRG for affirmation. Mailing to OCRG NSO	5 working days (Rule 10.5)	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar Annaliza C. Dolor JO
9		RECEIPT OF THE ACTION TAKEN BY OCRG-NSO If impugned, go to "C". If affirmed, go to "D".	3 mos	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar
TOTAL			3 months, 20 days, 3 hours, 41 minutes	
--- END OF TRANSACTION ---				

C. REQUESTING RE-ENDORSEMENT OF IMPUGNED PETITION TO OCRG FOR RECONSIDERATION

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	REQUEST FOR RECONSIDERATION Request that the petition be forwarded to OCRG for reconsideration	REPRODUCTION OF OCRG IMPUGNED Retrieves and Reproduces the documents.	30 mins.	Cerlito V. Basañez Registration Officer III OIC, City Civil Registrar Lamberto A. Malooy JO

2	SUBMISSION OF ADDITIONAL REQUIREMENTS Submits additional requirements as requirement by OCRG.	Drafts the Motion for Reconsideration. Certifies that the additional documents presented are genuine reproduction from the original copy Computes prescribed fees & advises petition to pay at CTO.	2 hrs.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
3	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
4	WAITING TIME	SIGNATURE OF THE CCR Examines the completeness of the docs and subscribed the motion for reconsideration	5 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
		PREPARATION OF TRANSMITAL Prepares transmittal to OCRG	5 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
		Mailing to OCRG-NSO		Annaliza C. Dolor JO
5		RECEIPT OF ACTION TAKEN BY CRG	2 mos. from mailing	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
TOTAL			2 months, 2 hours, 5 minutes	
--- END OF TRANSACTION ---				

D. REQUESTING ISSUANCE OF ANNOTATED DOCUMENT AFFECTED BY THE IMPLEMENTATION OF RA 9048

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	REQUEST FOR ANNOTATED DOCUMENT IN SECURITY PAPER	RETRIEVAL, REPRODUCTION Retrieves, reproduces, and annotates the document affected by correction Computes prescribed fees & advises petition to pay at CTO.	20 mins.	Lamberto A. Malooy JO Cerelito V. Basanez Registration Officer III
2	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
3	POSTAL MONEY ORDER Get Postal Money Order (PMO) check at postal office, Mangagoy	Advises the customer to get PMO check.	3 hours	c/o Post Master Postal Office
4	WAITING TIME	CERTIFICATION Certifies that the documents to be endorsed are genuine reproduction of the original copy	20 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
		ISSUANCE OF CERTIFICATE OF FINALITY Issue certification that the decision to the correct the error is final and executory	10 mins	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
		PREPARATION OF TRANSMITAL Prepares transmittal for authentication	5 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar

5	Personally mail the request to NSO Manila (hand carry not allowed)	MAILING TO OCRG-NSO Ensures that the doc. is properly addressed		-
	WAITING TIME	RECEIPT OF THE REQUESTED DOCUMENT IN SECPA	2 mos. from mailing date	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Milagros Buyser JO Clerk
6	RECIEVES THE REQUESTED ANNOTATED DOCUMENT IN SECPA	Release the document to the concerned party or his authorized representative	2 mins.	Milagros Buyser JO Clerk
TOTAL			2 months, 4 hours, 7 minutes	
--- END OF TRANSACTION ---				

CHANGE/TRANSFER OF SURNAME OF A PREVIOUSLY REGISTERED CHILD TO THE SURNAME OF THE FATHER ((Implementation of RA9255)

ABOUT THE SERVICE

Republic Act No. 9255 allows an illegitimate child to use the surname of their father. This Act amends Article 176 of Executive Order 209, otherwise known as The Family Code of the Philippines.

Article 176 of Executive Order 209 is amended as follows – “Illegitimate children shall use the surname and shall be under the parental authority of their mother, and shall be entitled to support in conformity with this code. However, illegitimate children may use the surname of their father if their filiation has been expressly recognized by the father through a record of birth appearing in the civil register, or when an admission in a public document or private hand written instrument is made by the father. Provided, the father has the right to institute an action before the regular courts to prove non-filiation during his lifetime. The illegitimate child shall consist on half of the legitime of a legitimate child.”

REQUIREMENTS

1. Certificate of Live Birth (COLB) of the previously registered child;
2. AUSF - Affidavit to Use the Surname of the Father (with mother's consent);
3. Affidavit of Acknowledgment of Paternity;

FEES

- P 105.00 – registration fee (legal instrument)
- P 105.00 – certified true copy fee
- 15.00 – BIR documentary stamp tax

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	APPROACH THE FRONTLINE DESK	Guides the customer to the personnel in charged in the implementation of RA 9255	1 min.	Milagros Buyser JO
2	PRESENT THE REQUIREMENTS	Examines and evaluates the documents presented. Advises the customer to pay prescribed fees at CTO.	5 mins.	Nathaniel B. Feliscuzo Admin. Aide VI
3	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
4	WAITING TIME	Retrieves the LCR copy of the COLB from the office archives and reproduces the same depending on the number of copies required/requested. Make appropriate annotation and registration of AUSF in the register of legal instruments.	5 mins. 15 mins.	Lamberto A. Malooy Clerk Junaphine R. Monta JO Nathaniel B. Feliscuzo Admin. Aide VI

		Issue certified true copy with appropriate annotation in accordance with the implementation of RA9255.	15 mins.	Nathaniel B. Feliscuzo <i>Admin. Aide VI</i>
		Prepares endorsement letter to OCRG.	5 mins.	Frechie V. Ellazo <i>Admin. Asst. I</i>
5		SIGNATURE OF THE APPROVING OFFICER Reviews and examines the document	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
6	RECEIVES THE PERSONAL COPY	Release the customers copy	1 min.	Nathaniel B. Feliscuzo <i>Admin. Aide VI</i>
TOTAL			72 minutes	
--- END OF TRANSACTION ---				

REGISTERING DEATH CERTIFICATES

ABOUT THE SERVICE

Death Certificate must be registered within the 30-day reglementary period in the civil registry office of the place where the death occurred. If the death occurred abroad, the death certificate will be registered in the Philippine Consular Office and a copy is forwarded to the Office of the City Civil registrar, Manila.

REQUIREMENTS

PROMPT REGISTRATION

1. Death certificate
2. Certification from Barangay/District/Purok officials attesting the facts of death duly noted by the RHU midwife assigned in the area for death events not occurred in hospitals.

DELAYED REGISTRATION (Additional requirement/s)

1. Affidavit of 2 disinterested persons

fees

PROMPT REGISTRATION

P 52.50 – Service Fee

P 52.50 – Burial Permit Fee

DELAYED REGISTRATION + (lot rental)

P 105.00 – for death events not registered within the prescribed period but not more than 1 year

P 210.00 – for death events not registered from 1 year or more.

Cedula of the informant

LOT RENTAL (*for public cemetery*) – The amount depends on the size of lot which will be determined by CEEDO.

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	APPROACH THE INFORMATION OR THE FRONTLINE PERSONNEL	Guides the registrant to the personnel in-charge.	1 min.	Milagros Buyser Clerk
2	SUBMIT THE DOCUMENT TO THE PERSONNEL INCHARGE	Examines and review the document. Ensures that the document was signed by the embalmer, if embalmed and reviewed by a government physician.	15 mins.	Emesil E. David Admin. Aide IV

FOR DEATH EVENTS THAT OCCUR IN RESIDENCE AND FOR DEATH CERTIFICATES STILL TO BE PREPARED BY THE LCR

	Supplies the necessary information	Conducts interview and accomplishes the certificate of death	15 mins	Emesil E. David Admin. Aide IV
	Cause the signature of the embalmer and review of the government physician	Ensures that the document was signed by the embalmer, if embalmed and reviewed by a government physician.	-	-

3		Advise the customer to pay the prescribed fees at the CTO	5 mins.	Emesil E. David Admin. Aide IV
4	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
5	WAITING TIME...	FOR DELAYED REGISTRATION 10-day posting for delayed registration	10 days	
		Receives the document and assigns registry number	1 min.	Emesil E. David Admin. Aide IV
		Codifies the document	2 mins.	Emesil E. David Admin. Aide IV Lamberto A. Malooy JO
		Encodes the data with Civil Registry Information System (CRIS) and segregates the documents.	3 mins.	Frechie V. Ellazo Admin. Asst. I
		SIGNATURE OF THE APPROVING OFFICER Reviews the completeness of of the document.	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
6	RECEIVES THE FILE COPY OF THE	Release the document to the informant	1 min.	Milagros Buyser JO Clerk
TOTAL -			PROMPT	DELAYED
Death cert. prepared in hosp.			53 mins.	After 10-day posting
Death Cert. prepared in LCR			68 mins.	
--- END OF TRANSACTION ---				

REGISTERING OF MARRIAGE CERTIFICATES

ABOUT THE SERVICE

Marriage Certificate must be registered in the city/municipality where the marriage was solemnized. Thus marriage events that occur in Bislig must be registered in the Civil Registry Office of Bislig. For marriage with marriage license, Certificate of Marriage must be registered within 15 days and for marriage with exceptional in character (*except from marriage license*) must be registered within 30 days from the date of solemnization.

REQUIREMENTS

PROMPT REGISTRATION

1. Original copy of Marriage Certificate in 4 copies duly signed by the contracting parties, the solemnizing officer in the presence of at least two witnesses;
2. For marriages in exceptional character – Oath of the solemnizing officer that the marriage is exempt from issuance of marriage license.

DELAYED REGISTRATION

1. Original copy of marriage certificate (1 set using Form 97);
2. In absence of the original copy:
 - a. a true copy of the marriage certificate certified by the church or the solemnizing officer;
 - b. affidavit of the contracting parties explaining the reason for delayed registration
3. Negative certification from OCRG-NSO;
4. Affidavit of solemnizing officer or person registering the marriage certificate stating the date and place of marriage, the facts and circumstances surrounding the marriage and the reason/s for the delay in registering the Certificate of Marriage with corroboration of 2 witnesses.

FEES

PROMPT REGISTRATION

P 52.50 – Service Fee

DELAYED REGISTRATION

P 105.00 – for marriage events registered after the 30-day reglementary period but not more than 1 year;

P 210.00 – for marriage events not registered - 1 year or more.

☑ HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	APPROACH THE INFORMATION OR THE FRONTLINE PERSONNEL	Guides the registrant to whom the document will be submitted.	1 min.	Milagros Buyser JO Clerk
2	SUBMIT THE DOCUMENT TO THE PERSONNEL INCHARGE	Examines and review the document. Advise the customer to pay the prescribed fees at the CTO	15 mins.	Jennifer G. Cancio AO III Nathaniel B. Feliscuzo Admin. Aide VI Junaphine R. Monta JO
3	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
4	WAITING TIME...	FOR DELAYED REGISTRATION 10-day posting for delayed registration	10 days	
		Receives the document and assigns registry number	1 min.	Jennifer G. Cancio AO III Nathaniel B. Feliscuzo Admin. Aide VI Junaphine R. Monta JO
		Codifies the document	2 min.	Lamberto A. Malooy JO Junaphine R. Monta JO
		Encodes the data with CRIS and segregates the documents.	3 mins.	Frechie V. Ellazo Admin. Asst. I
		SIGNATURE OF THE APPROVING OFFICER Reviews & examines the docs.	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
5	RECEIVES THE FILE COPY OF THE	Release the document	1 min.	Milagros Buyser JO Clerk
		TOTAL PROMPT DELAYED	48 mins. After 10 day-posting	

APPLYING FOR MARRIAGE LICENSE

☑ ABOUT THE SERVICE

WHERE A MARRIAGE license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside.

The local civil registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

☑ REQUIREMENTS

1. At least one of the contracting parties is a resident of Bislig City;
2. Personal Interview/application;
3. Identification card or other proof of identity of the applicants;
4. Birth certificate of the applicants or other instruments containing their personal information;;
5. Parents' Consent for applicants ages 18 but below 21 years old;

6. Parental Advice for intended marriage for applicants of ages 21 but below 25 years old;
7. Affidavit of No legal Impediment to contract marriage for applicants over 25 years old;
8. CENOMAR – Certificate of No Marriage;
9. Pre-Marriage Counseling Seminar Certificate;
10. 10-day posting (*Note: Posting period will commence upon completion of all the requirements*).

If one of the contracting parties is a foreigner

1. Certificate of Legal Capacity to contract marriage issued by the consulate of foreign applicant's country in the Philippines;
2. Proof of dissolution/termination of marriage if the foreign applicant has previously contracted marriage;

FEES

APPLICATION FEE

- P 575.00 – if both applicants are resident of Bislig City
- 630.00 – If one of the applicants is not a resident of Bislig City
- 1,467.90 – If one of the applicants is a foreigner
- P 2.00 – marriage license fee

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	APPROACH THE INFORMATION OR THE FRONTLINE PERSONNEL	Guides the applicants whom to apply.	1 min.	Milagros Buyser JO Clerk
2	SUPPLIES THE PERSONAL INFORMATION	Conducts interview and ascertain that one of the contracting parties is a resident of Bislig City. Accomplishes the marriage application form (Mun. form No. 90) Computes and advises the customer to pay prescribed fees at CTO	10 mins.	Jennifer G. Cancio <i>Admin. Officer III</i> Nathaniel B. Feliscuzo <i>Administrative Aide Vi</i>
3	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III
4	PRESENTATION OF REQUIREMENTS ATTEND THE PMC SEMINAR	Informs the applicant the requirements for the application SCHED: TUE-1-5	10 mins.	Jennifer G. Cancio <i>Admin. Officer Iii</i> Nathaniel B. Feliscuzo <i>Administrative Aide Vi</i>
5	SUBMIT/PRESENT THE REQUIREMENTS	SIGNATURE OF THE CCR Reviews the completeness of the supporting docs. & subscribes the application	15 mins	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
6	WAITING TIME	Posts the application for 10 calendar days upon completion of the necessary requirements.	10 days	
		Prepares the marriage license. Issue the License.	5 mins	Jennifer G. Cancio Admin. Officer III Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
7	CLAIM THE MARRIAGE LICENSE After the prescribed posting period, the applicants claim the copy of marriage license.	Release the marriage license to the concerned party or his authorized representative.	1 min.	Jennifer G. Cancio <i>Admin. Officer III</i> Nathaniel B. Feliscuzo <i>Administrative Aide Vi</i>
TOTAL			10 days, 52 minutes	
--- END OF TRANSACTION ---				

REQUESTING OUT-OF-TOWN REGISTRATION

☑ ABOUT THE SERVICE

It is the process of registration whereby the Certificate of Live Birth, together with its supporting documents, is reviewed and received the City/Municipal Civil Registrar of the city or municipality other than the place of birth of the registrant.

The documents are then forwarded by the City/Municipal Civil Registrar who received the documents to the City/Municipal Civil Registrar of the city or municipality where the applicant is born. This is where the birth is registered.

☑ REQUIREMENTS

1. NSO Negative Certification;
2. Certification of Non-Availability of Records from the LCRO concerned;
3. At least 2 documents showing the full name of the child, date of birth, place of birth and name of parents;
4. Marriage contract of parents;
5. Affidavit executed by the applicant of out of town registration stating the facts of birth and reason for applying out-of-town registration with corroboration of witnesses attesting the statement of the applicant.
6. Payment of fee in postal money order payable to the city/municipal treasurer of the local government where the birth will be registered.
7. Cedula of the informant

☑ FEES

SERVICE FEE – P 200.00

☑ HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	APPROACH THE FRONTLINE DESK	Guides the customer to the personnel in-charged.	1 min.	Milagros Buyser <i>JO</i>
2	SUBMIT THE REQUIREMENTS	Examines and evaluates the supporting documents	5 mins.	Nena P. Dua <i>Admin. Asst. II</i>
3	SUPPLIES THE NEEDED INFORMATION	Ascertain the facts of birth by conducting interview.	10 mins.	Nena P. Dua <i>Admin. Asst. II</i>
		Prepares the Certificate of Live Birth and certifies that the supporting documents are the genuine reproduction of the original copy. Ensures that appropriate fees are paid by the applicant.	15 mins.	Nena P. Dua <i>Admin. Asst. II</i>
4	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae Ellazo Clerk III
5	WAITING TIME	Prepares the transmittal letter to LCR where the child is born	3 mins.	Frechie V. Ellazo <i>Admin. Asst. I</i>
		SIGNATURE OF THE APPROVING OFFICER	2 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
5	Forwards/Mails the certificate of live birth to the LCR where the birth occurred.	Ensure that the document is properly addressed.	-	<i>(to be mailed personally by the applicant)</i>
6	WAITING TIME	RECEIPT OF DULY REGISTERED BIRTH CERTIFICATE	1 month or depending on the LCR to respond the request	Nena P. Dua <i>Admin. Asst. II</i>
7	RECEIVE THE FILE COPY OF BIRTH CERTIFICATE	Release to the applicant (or his authorized representative) the copy of his Certificate of Live Birth.	1 min.	Milagros Buyser <i>JO Clerk</i>
TOTAL			1 month & 47 minutes	
--- END OF TRANSACTION ---				

REGISTERING OF FOUNDLING AND ABANDONED CHILD

☑ ABOUT THE SERVICE

A foundling is an abandoned and/deserted infant or child found, with unknown parents, guardian or relatives or a child committed in an orphanage or similar institution with unknown facts of birth and parentage. (Rule 26, Administrative Order 1, series of 1993).

A child is registered as foundling if the child's birth facts are unknown. However, if the child is declared as abandoned but the facts of birth and parentage are known, the child is registered under the Rules of birth registration.

The name given to a foundling serves only to identify and distinguish him/her from other individuals. It does not establish paternity or filiations with the finder or informant.

All other circumstances of the foundling must be properly recorded (*like age of the child at the time when he/she is found, date & time of discovery, distinct body features/marks and the condition when he/she is found*) since the Certificate of Foundling will initially and temporarily serve as the child's birth certificate.

☑ REQUIREMENTS

1. Duly accomplished Certificate of Foundling in appropriate form;
2. Affidavit of the finder – statement under oath of the finding of a child and its surrounding circumstances and the fact that the finding has been reported to the police authority or barangay chairman;
3. Proof of notice or announcement to the public about the finding of a child;
4. Certification of police authority or barangay chairman that the finder has reported the fact of finding a child/infant; that no one has claimed the child as of the issuance of certification;
5. City Social Welfare & Development Office (CSWDO) Case Study report.

PERSON RESPONSIBLE FOR REGISTRATION

1. The finder
2. The CSWDO officer-on-case

☑ FEES

PROMPT REGISTRATION

P 52.00 – Service Fee

DELAYED REGISTRATION

P 105.00 –more than 30-day prescribed period but less than 1 year.

P 210.00 – 1 year or more

☑ HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	REPORT IMMEDIATELY TO PROPER AUTHORITIES The finder must reports immediately to the nearest barangay or police headquarter.	TAKE THE NECESSARY INFORMATION - The condition of the child when found and where the child was found.	-	Barangay Official
2	COMMITTS THE CHILD TO PROPER INSTITUTION The finder commits the child to DSWD or to a duly license orphanage or charitable institution.		-	The finder
3	CAUSE NECESSARY PUBLIC ANNOUNCEMENT	If the child is not awarded to the finder, the CSWDO shall cause the necessary public announcement	-	-
4	REGISTER THE FOUNDLING If the child is awarded to the finder, he will cause the registration. If not, the CSWDO or charitable institution shall cause the registration of the child. The registrant shall give a name to the child.	Conducts interview, examines and evaluates the documents presented. Advise the customer to pay prescribed fees at the CTO	10 mins.	Jennifer G. Cancio AO III
5	PAYMENT Pays the prescribe fees at CTO	Issues official receipt	10 mins.	Agnes Mildred Q. Esturas RCC II Anna Mae A. Ellazo Clerk III

6	WAITING TIME	Prepares the certificate of foundling	10 mins.	Jennifer G. Cancio Registration Officer II
		Assigns registry number and enter the information to the book of register.	5 mins.	Jennifer G. Cancio AO III
		SIGNATURE OF THE APPROVING OFFICER Examines and reviews the document.	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
7	RECEIVES THE PERSONAL COPY	Release the customer copy	1 min.	Milagros Buyser JO
TOTAL			51 minutes	
--- END OF TRANSACTION ---				

REGISTERING BIRTH CERTIFICATES

ABOUT THE SERVICE

Birth registration is the official recording of the birth of a child. It is the permanent and official record of a child's existence and is fundamental to the realization of children's rights and practical needs. Securing children's right to a nationality will allow them to get a passport, open a bank account, vote and find employment. It helps ensure access to basic services, including immunization, health care and school enrolment at the right age.

The birth of a child must be registered at the civil registry office in the place where the child is born with 30-day reglementary period.

REQUIREMENTS

PROMPT REGISTRATION

1. Certificate of Marriage of Parents.
2. If illegitimate:
 - a. Affidavit of acknowledgement of paternity, if the father can not sign at the back of the Certificate of Live Birth (COLB).
 - b. Sworn statement of the informant, if he/she is not mother, stating the whereabouts of the mother.

FOR DELAYED REGISTRATION

1. At least 2 documents showing the full name of the child, date of birth, place of birth and name of parents;
2. Marriage contract of parents;
3. Negative certification from OCRG-NSO for birth events occurred prior to year 1973;
4. Affidavit of acknowledgement of paternity, if parents were not married and the father can not sign at the back of COLB;
5. Sworn statement of the informant, if he/she is not mother, stating the whereabouts of the mother.
6. Affidavit of 2 disinterested persons attesting the facts of birth of the child.
7. Cedula of informant, and/or parent/s.

FOR LEGITIMATION

1. Affidavit of Legitimation
2. Certificate of No Marriage (CENOMAR) of parents

FEES

PROMPT REGISTRATION

P 52.50 – Service Fee

DELAYED REGISTRATION + (ADD)

P 105.00 – for birth events not registered within the prescribed period but not more than 1 year

P 210.00 – for birth events not registered from 1 year or more.

P105.00 – Registration Fee of Legal Instruments

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1.	APPROACH THE FRONTLINE DESK	Guides the customer to the personnel in-charged.	1 min.	Milagros Buyser JO
2	SUPPLIES THE PERSONAL INFORMATION	BIRTHS ASSISTED BY HILOTS: Conducts interview and ascertain that the birth of the child is within the jurisdiction of Bislig City. Accomplishes the Certificate of Live Birth in quadruplicate copy (Mun. Form No. 102) for births occurred at home.	5 mins 15 mins.	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
		BIRTH OCCURRED IN HOSPITAL, CLINIC AND HEALTH CENTER. Reviews the accomplished birth certificate.	15 mins	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
	For LEGITIMATE child: Present marriage contract of parents For ILLEGITIMATE child: - (PARENTS) execute affidavit of acknowledgement at the back of the birth certificate or in separate document. OR - parents executes affidavit of legitimation if they got married after the birth of the child	Verify status of the registrant... Determine if child is legitimate, illegitimate or legitimated by subsequent marriage of parents. Checks proof of legitimacy Advises the concerned party to go to a notary public or persons authorized to administer oath.	1 mins. 1 hour	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
3	Submits the required documents.	Examines review and evaluate the birth certificate and all supporting documents.	15 min.	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
4	PAYMENT	Advise the customer to pay prescribed fees at CTO.	10 mins.	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
5	WAITING TIME...	FOR DELAYED REGISTRATION 10-day posting period	10 days	
		Receives the document and assigns registry number	1 min.	Nena P. Dua Admin. Asst. II Emesil E. David Admin. Aide IV
		Codifies the document	2 mins.	Lamberto A. Malooy JO
		Encodes the data with CRIS and segregates the documents.	3 mins.	Frechie V. Ellazo Admin. Asst. I
		SIGNATURE OF THE APPROVING OFFICER Reviews the completeness of the documents	15 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar
6	RECEIVES THE FILE COPY	Release the document to the concerned party.	1 min.	Milagros Buyser JO Clerk
TOTAL PROMPT – LEGITIMATE – ILLEGITIMATE DELAYED – LEGITIMATE – ILLEGITIMATE			1 hr. & 24 mins. 2 hrs. & 23 mins. After 10-day posting After 10-day posting	
--- END OF TRANSACTION ---				

REGISTERING COURT DECREES/ORDERS/DECISIONS AND REQUEST FOR ENDORSEMENT TO OCRG-NSO FOR ISSUANCE OF SECPA

ABOUT THE SERVICE

It is a judicial remedy in correcting errors on civil registry documents not within the scope of the implementation of R.A. 9048 (Clerical Error Law). It is also a process used in the termination of marriages such as annulment and presumptive death and on amending Certificate of Live Birth in cases of adoption and foundling.

REQUIREMENTS

For those affected documents that is recorded at Bislig Civil Registry Office
Seven (7) copies each document (Certified True Machine Copies):

1. Certified copy of the court decision/orders/decree
2. Certified copy of the Certificate of Finality
3. Certificate of Registration
4. Certified copy of the affected document

For court decisions issued by other city/municipality, comply the requirements 1-3 and must be duly certified by the City/Municipal Civil Registrar where the issuing court resides.

For decisions issued by foreign courts, comply the registration at the Office of the Civil Registry of Manila and must also be submitted to us for implementation.

FEES

REGISTRATION FEE

Adoption	-	P210.00
Annulment/Presumptive Death	-	P315.00
Correction of entries	-	P210.00

CERTIFIED MACHINE COPY - P21.00 per page

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	Duration of Activity	Responsible Person
1	STAFF FROM RTC/MTCC SUBMITS THE PETITION	Receives petition furnished by the courts both from within and outside Bislig City	5 mins.	Jennifer G. Cancio Admin. Officer III Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Nathaniel B. Feliscuzo Admin. Aide VI
		Reviews, examines and evaluate the contents and annexes to the petition received. If found that there are still other entry/ies to be corrected especially so if the affected document is within Bislig civil registry office, prepares the comment/addendum for signature of the CCR. If none, prepares the "NO OBJECTION" to the petition.	30 mins. 2 hrs. 5 mins.	Jennifer G. Cancio Admin. Officer III Jennifer G. Cancio Admin. Officer III Jennifer G. Cancio Admin. Officer III
		Signature of the CCR or her authorized representative in her absence. Submission to the court and at the same time furnished their respective counsel.	10 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Jennifer G. Cancio Admin. Officer III
		COURT HEARING PROCEDURES Note: depends upon the release of the court decision/order	Minimum of 6 mos.	

2	STAFF FROM RTC/MTCC SUBMITS THE COURT DECISION/ORDER	Receives the decisions/order furnished by the court.	5 mins.	Jennifer G. Cancio Admin. Officer III Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Nathaniel B. Feliscuzo Admin. Aide VI
REGISTRATION...				
5	APPROACH THE FRONTLINE DESK	Guides the customer to the person in-charged	1 min.	Milagros Buyser JO
		Retrieves decisions/orders on file. Advise the party concerned to submit Certificate of Finality (in case of correction of entries) and Decree (in case of annulment & adoption)	5 mins.	Jennifer G. Cancio Admin. Officer III
7	COMPLY the required documents and secure Certificate of Finality (COF) and Court Decree (CD) at the issuing Court		Depends upon the receipt of feedback from Solicitor General	Atty. Domingo P. De Castro Clerk of Court, RTC, Branch 29 Bislig City Clerk of Courts Outside Bislig City
8	SUBMIT THE DOCUMENTS REQUIRED	Receives the required documents Reviews and examine documents submitted. If in order, proceed with the registration process. But if not, return the document to the issuing court for corrections.	5 mins. 10 mins. 5 mins. (depends on the issuing court)	Jennifer G. Cancio Admin. Officer III Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Nathaniel B. Feliscuzo Admin. Aide VI Jennifer G. Cancio Admin. Officer III Jennifer G. Cancio Admin. Officer III Jennifer G. Cancio Admin. Officer III
9	Pays the prescribed fees	Advise the concerned party to pay at CTO-Collection Unit Advise to secure Postal Money Order (PMO) at Mangagoy Post Office	10 mins. 8 hours	Agnes Mildred Q. Esturas Admin. Asst. II Anna Mae A. Ellazo Administrative Aide VI Evelyn A. Layno Admin. Officer II Mangagoy Post office personnel
10		Assigns registry number. Record the decision in the Register of Court Decree.	10 mins.	Jennifer G. Cancio Admin. Officer III
11		Retrieves the LCR copy from the office archives of the affected document and reproduce all of the above requirements depending on the number of copies requested/required.	20 mins.	Jennifer G. Cancio Admin. Officer III Lamberto A. Malooy, Jr. JO
12		Prepares Certificate of Registration. Annotate the effects of the decisions/orders/decrees. Prepares amended Certificate Of Live Birth (COLB) in cases of adoption.	10 mins. 30 mins. 20 mins.	Jennifer G. Cancio Admin. Officer III

13		Prepares the endorsement to OCRG,NSO-Manila for documents registered in Bislig City. <u>If the affected document was recorded outside Bislig City:</u> Prepares transmittal letter to the concerned civil registry office	5 mins. 5 mins.	Jennifer G. Cancio Admin. Officer III
14		Signature of the CCR or her authorized representative in her absence.	30 mins.	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Jennifer G. Cancio Admin. Officer III
15		Segregates the documents	30 mins.	Jennifer G. Cancio Admin. Officer III
16	Receives File Copy	Furnish/endorse documents to the concerned civil registry office		Jennifer G. Cancio Admin. Officer III
17	Personally mail the request to NSO Manila WAITING TIME	MAILING TO OCRG-NSO	2 mos.	
18		RECEIPT OF DOCUMENT REQUESTED IN SECPA If returned unprocessed comply the requirement as stated in the feedback form and re-endorse to OCRG-NSO Manila	2 mins Wait for the presence of the client	Cerelito V. Basañez Registration Officer III OIC, City Civil Registrar Milagros Buyser JO
19	Receives The Requested Annotated Document In Security Paper (SECPA)	If request is granted: Release the document to the concerned party or his authorized representative	2 mins.	Milagros Buyser JO
		TOTAL TIME	-With correction -no objection	= 8 months, 15 hours, 15 mins. = 8 months, 12 hours, 25 mins
<i>END OF TRANSACTION</i>				