

# Local Civil Registrar



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## Frontline Services:

### 1. Registration of Civil Registry Documents (Birth, Marriage and Death Certificates)

Facts of a person's birth, marriage, death and judicial decrees/orders and Legal Instruments affecting the civil status of a person shall be registered in the Civil Registry Office where the event occurred.

<b>Office or Division :</b>	Local Civil Registrar			
<b>Classification :</b>	Simple			
<b>Type of Transaction :</b>	Government to Client (G2C), Government to Government (G2G), Government to Business (G2B)			
<b>Who May avail :</b>	Individuals, Birthing Centers, Hospitals, Funeral Homes and Solemnizing Officers			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
Certificate of Live Birth (in quadruplicate)		Birthing centers, Hospitals, Maternity clinics, Midwives		
Certificate of Marriage (in quadruplicate)		Office of the Solemnizing Officer		
Certificate of Death (in quadruplicate)		Funeral Homes, Hospitals, LCR Office		
LEGAL INSTRUMENTS (Affidavit of Legitimation, Affidavit to Use the Surname of the Father, Affidavit of Acknowledgement) in quadruplicate		Law Office/Notary Public		
<b>For Delayed Registration of Documents:</b>				
*Certificate of Live Birth, Certificate of Marriage & Certificate of Death in quadruplicate		Birthing Center, Hospital, Parishes		
*PSA Negative Certification of Birth, Marriage & Death (updated)		PSA		
*At Least Two Supporting Documents to Show the veracity of the document to be registered such as: a. Baptismal Certificate		Parish Office where the child was baptized		
b. Immunization Card		Rural Health Office		
c. Marriage Contract of the Document Owner		PSA, Local Civil Registry Office, Parishes where the marriage was recorded		
d. Marriage Contract of Parents		PSA, LCRO		
e. School Records		School		
e. Valid IDs		Client		
*Joint Affidavit of Two Disinterested Persons		Any Notary Public		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of duly filled up Forms (Certificate of Live Birth, Certificate of Marriage & Certificate of Death) in quadruplicate to the LCRO Staff (Window I)	Receive and scrutinize the document and assign registry number (For timely registered docs.	none	10 mins.	MARIE JADE MEDALLE Adm. Aide I
2. Client to wait for the release of the registered document (For the Timely registered docs.)	LCR Staff forward the Certificate for signature of the MCR	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
3. Claim the Registered Document (window I)	Transcribe in the appropriate registry book and segregate the copies and release the client's copy	none	15 mins.	ZOSIMA P. PEPITO Adm. Aide I
<b>In case of Delayed Registration:</b>				
4. Receive the Order of Payment.	Issue order of payment	Sec. Fee -P 50.00  Certificate Fee – P 75.00	10 mins.	ZOSIMA P. PEPITO Adm. Aide I



		Doc. Stamp – P 30.00		MARIE JADE R. MEDALLE Adm. Aide I
5. Client to be back after the 10 day posting of the Delayed Registration of the document for releasing	Segregate the quadruplicate copy of the Certificate: 1 <sup>st</sup> – Client 2 <sup>nd</sup> – PSA 3 <sup>rd</sup> –LCR 4 <sup>TH</sup> –attending hilot, midwife, hospital, funeral parlor, church	none	15 mins.	MARIE JADE R. MEDALLE Adm. Aide I
TOTAL (except for Late registration)		<b>P 155.00</b>	<b>60 mins.</b>	



## 2. Issuance of Certified Transcripts of Birth, Death and Marriage Certificates:

Facts of birth, marriage and death of a person duly registered in our office can be available for issuance either as transcription from the Registry Books or Certified True Copy of the Certificate of Live Birth, Death and Marriage.

<b>Office or Division :</b>	Local Civil Registrar			
<b>Classification :</b>	Simple			
<b>Type of Transaction :</b>	Government to Client (G2C), Government to Government (G2G)			
<b>Who May avail :</b>	An individual person, owner of the document, or a duly authorized person, resident or non-resident of Daanbantayan, Cebu			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Baptismal Certificate			Parish Church where the child was baptized	
Valid I.D. of the owner of the document			COMELEC/PRC/SSS/PHIL. POSTAL/GSIS	
Authorization letter with valid I.D., if requester is other than the owner			Document Owner of the document requested	
Special Power of Attorney executed by the document owner, Valid ID of the executor and Valid ID of the Atty.-In-Fact			Law Office	
Letter Request from the Government Office Requesting the said document/Valid ID of the Requester			Requesting Government Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up and submit request form to receiving section. (Window I)	Receives request form and search the data.	none	10 mins.	ZOSIMA P. PEPITO Administrative Aide I
2. Receive order of payment.	Advice client to pay to the cashier	none	10 mins.	Zosima P. Pepito Administrative Aide I
3. Pay to Cashier	Receive payment and issue official receipt	For Certified Transcription: P 75.00 and Doc. Stamp of P30.00  For Certified True Copies: 1 <sup>st</sup> Copy – P 100.00, Additional Copies-P 10.00/copy, plus Doc. Stamp of P 30.00/copy	10 mins.	TREASURER'S OFFICE
4. Present O.R. to the LCR staff	Print the certificate and have it signed by the LCR	None	10 mins.	Zosima P. Pepito Adm. Aide I
5. Claim the Certificate	Release to client the certified transcription or the certified true copy of the requested doc.	None	10 mins.	Zosima P. Pepito Adm. Aide I
<b>TOTAL WORKING TIME</b>			<b>50 minutes</b>	



### 3. Application for Marriage License Marriage License

Marriage License is a mandatory document to be secured by persons who wish to get married.

<b>Office or Division :</b>	Local Civil Registrar
<b>Classification :</b>	Simple
<b>Type of Transaction :</b>	Government to Client -G2C
<b>Who May avail :</b>	Any Persons Qualified to Contract Marriage, One or Both of the applicants must be a resident of Daanbantayan, Cebu

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
*Proof of Residence (Voter's Certificate/Certification from Barangay Captain	Comelec/Office of the Punong Barangay
*PSA Birth Certificate, if not available secure baptismal certificate with LCR Negative Certification	PSA / Parish where the said person was baptized / LCR Office
*Certificate of No Record of Marriage (CENOMAR) for both of the applicant	PSA
* <b>Parental Consent</b> (Applicants aging 18 yrs. and below 21 yrs. Old * <b>Parental Advice</b> (Applicants aging 21 yrs. old and below 25 yrs. old) * <b>Valid IDs of the parents who gave parental consent or advice</b>	LCR Office
*Community Tax Certificate / one (1) Valid ID	Treasurer's Office
*Legal Capacity to contract marriage, if foreigner	Consular Office
*Pre-Marriage Orientation/ Counselling Certificate	DSWD Office/ POPCOM Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for Marriage License by submitting the required documents	Evaluate documents submitted.	none	15 mins	MARIE JADE R. MEDALLE Adm. Aide I
2. Receive order of payment	Advice client to pay to the cashier	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
3. Payment to cashier	Receive payment and issue receipt.	P 320.00 (Local applicants)  P 600.00 (alien applicants)	10 mins.	TREASURER'S OFFICE
4. Present O.R. to the LCR staff	Interview applicants and prepare Municipal Form 90 (Application for Marriage License) in 4 copies, prepare parental advice & consent form whichever is applicable.	NONE	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
5. Review and sign the application for Marriage License	Applicants are then advised to attend the Pre-Marriage Orientation	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I



	<p>Seminar (Every 1<sup>st</sup> and 3<sup>rd</sup>) Wednesday of the Month and to submit the Certificate of the Seminar to the Civil Registry Office.</p> <p>Also, applicants are advised that their application will be posted for 10 consecutive days.</p>			
6. Claim marriage license the 11th day after the lapse of 10 days posting	Prepare the marriage license, clients to pay the Marriage License Fee and release it.	P 2.00	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
TOTAL		P 322.00 (local) P 602.00 (alien)	<b>10 days 1 hour and 5 mins.</b>	



## 4. Petition for Change of First Name in the Certificate of Live Birth under R.A. 9048.

Change of a person's incorrect first name in the Certificate of Live Birth under the law through administrative process under R.A. 9048.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C –Government to Client			
<b>Who May avail:</b>	a.) Owner of the record that contains the incorrect name to be changed b.) Owner's spouse, children, parents, brother, sister, grandparents, guardians or any other person duly authorized by law or by the owner of the document sought to be corrected.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA and local copy of COLB		PSA & Local Civil Registry office where such birth was recorded		
NBI, Police and Barangay Clearance		NBI, Police and Barangay Office		
Clearance from the Employer / Affidavit of Unemployment		Employer of the Document Owner/ Any Notary Public		
Publication in the newspaper once a week for two consecutive weeks in the newspaper of general circulation		Banat News or any newspaper of general circulation		
At least two (2) supporting documentary evidences such as:				
Baptismal Certificate		Parish Office where the said child was baptized		
Marriage Contract of the Petitioner/Document Owner		PSA, Local Civil Registry Office where the said marriage was registered and /or from the Parish where the said marriage was solemnized		
School Records of the Document Owner		School where the said child was enrolled		
Birth & Baptismal Certificate of the Document Owner's Children		PSA, Local Civil Registry Office where the child was registered, Parish Office where the said child was baptized		
Certificate of Indigency (If the petitioner is indigent)		Barangay Hall, DSWD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Apply for Petition for Change of First Name in the COLB by submitting the required documents	Evaluate the problem document and the required supporting docs.	None	10 mins.	MARINA O. BARAGYO Registration Officer III  LILIBETH C. ARREGLO Casual
2.Receive Order of Payment	Issue Order of Payment of the Filing Fee	None	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
4.Pay to the Cashier	Receive payment and issue O.R.	Filing Fee – P 3,000.00  If petitioner is indigent – exempted from payment	10 mins	TREASURER'S OFFICE
5.Present O.R. to the LCR staff	Prepare the petition for client to review and sign. Prepare the Notice for Publication	None	20 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual



6. Review and sign the petition	Advise client to review and sign the petition. Also, clients are given a Notice for Publication for once a week for two consecutive weeks in the newspaper of general circulation and are advised to submit the proof of publication (Publisher's Affidavit and Newspaper Clippings)	None  (Payment for Publication depends on the Publishing Office)	14 days (2 weeks)	Publishing Office/Newspaper
7. Submit the Affidavit of Publication and newspaper clipping to LCR staff	Advise client to come back 2 days after submission of the proof of publication for the LCR's decision	None	5 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
8. Claim the acted petition for mailing to Legal Services Office, PSA-Manila	Release the acted petition for the Civil Registrar General's action.  Clients are advised to wait for the Action Taken by the Civil Registrar General, PSA, Manila	None  none	10 mins.  3 months	MARINA O. BARAGYO Registration Officer III  LILIBETH C. ARREGLO Casual
9. Client request for endorsement for the Affirmed Petition	After receiving the Affirmed Action Taken by the CRG, Clients are informed thru text message for endorsement of the affirmed petition to PSA Regional Office for annotation thru Decentralized Copy Annotation Program (DECAP)	none	5 mins.	LILIBETH C. ARREGLO Casual
10. Pay to the Treasurer's Office for the required fees	Clients are advised to pay the three (3) sets of local copy of the concern document to be attached to the	Birth, Marriage & Death Certificate Fee -P 75.00 + Doc. Stamp -P 30.00  (P 105.00 x 3) =	5 mins.	TREASURER'S OFFICE





	endorsement thru DECAP	P 315.00		
11. Secure the PSA Copy of the Annotated Document thru BREQS	Once the document will be available in the Database, clients are advised thru text that Annotated PSA copy of their document are now ready for request	NONE	5 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
Total			14 days 2 hours and 20 mins.	



## 5. Petition for Correction of Clerical Error (Birth, Marriage and Death Certificates) under R.A. 9048:

Correction for clerical or typographical errors in any entry in civil registry documents such as Birth Certificate, Marriage Certificate and Death Certificate, except corrections involving the sex, age, nationality and status of a person.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification :</b>	Complex			
<b>Type of Transaction :</b>	G2C-Government to Client			
<b>Who May avail :</b>	a.) Owner of the record that contains the error to be corrected b.) Owner's spouse, children, parents, brothers, sisters, grandparents, guardians or any other person duly authorized by law or by the owner of the document sought to be corrected			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA and local copy of the problem document		PSA/LCRO		
Baptismal Certificate		Parish Office where the child was baptized		
School Records (DepEd Form 137, School Transcript. . etc.)		School where the child was enrolled		
Marriage Contract		PSA, LCRO, Parish Church Office where such marriage was recorded		
Marriage Record of Parents		PSA, LCRO, Parish Church Office where such marriage was recorded		
Valid IDs of the document owner (PRC, GSIS UMID, SSS UMID, Driver's License, PhilSys ID, Postal ID. . etc.)				
Birth Certificate/s of the Document owner's children, siblings, parents		PSA or Local Civil Registrar where such birth occurred		
Baptismal Certificate/s of the document owner's children, siblings, parents		Parish church office where such child was baptized		
Certificate of Indigency		Barangay Hall/DSWD		
Such other supporting documents as maybe prescribed by the assessing LCR Staff to support the errors to be corrected.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Apply for Petition for Correction of Clerical Error in the Civil Registry Document(s)	Evaluate the application	NONE	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
2. Submit required documents	Review documents if complete and sufficient	none	10 mins.	MARINA O. BARGAYO Registration Officer  LILIBETH C. ARREGLO Casual
3. Receive Order of Payment	Advise client to pay to the cashier the filing fee	none	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
4. Pay to Cashier	Receive payment and issue O.R.	P 1,000.00 for Filing Fee  Indigent Petitioner –	10 mins.	TREASURER'S OFFICE



		exempted from payment of Filing Fee		
5. Present O.R. to the LCR staff	Prepare the petition for Client to review and sign.	none	15 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual/Laborer
6. Review and sign the petition	Advise client to come back on the 11th day after the 10 days posting period	none	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casula/Laborer
7. Claim the acted petition by the Registrar for mailing to Legal Office, PSA, Manila	Release the acted petition for the Civil Registrar General's action.  Client is advised to wait for the Action Taken by the Civil Registrar General	None  none	5 mins.  3 months	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual/Laborer
8. Client request for endorsement for the Affirmed Petition	After receiving the Affirmed Action Taken by the CRG, clients are informed thru text message for endorsement of the affirmed petition to PSA Regional Office for annotation thru Decentralized Copy Annotation Program (DECAP)	none	5 mins.	LILIBETH C. ARREGLO Casual/Laborer
9. Pay to the Treasurer's Office for the required fees	Clients are advised to pay the three (3) sets of local copy of the concern document to be attached to the endorsement thru DECAP	Birth, Marriage & Death Certificate Fee -P 75.00 + Doc. Stamp -P 30.00  (P 105.00 x 3) =  P 315.00	10 mins.	TREASURER'S OFFICE
10. Secure the PSA Copy of the Annotated Document thru BREQS	Once the document will be available in the Database, clients are advised thru text that Annotated PSA copy of their document are now ready for request BREQS	NONE	5 mins.	MARINA O. BARGAYO Registration Officer III
TOTAL			<b>2 Hours and 30 mins.</b>	



## 6. Petition for Correction of Clerical Error under R.A. 10172:

Correction for clerical or typographical errors in the sex and month and date of the date of birth of a person in the Certificate of Live Birth. An amendment of R.A. 9048.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client (G2C)			
<b>Who May avail:</b>	A.) <b>If the error is in the sex of a person:</b> a.) the document owner of the record that contains the error sought to be corrected and b.) the parents, grandparents or persons authorized by law to file the petition in case the document owner is minor; and B.) <b>if the error involves the date and month of the date of birth:</b> a.) the document owner, his/her spouse, children, parents, brothers, sisters, grandparents, guardians or any other person duly authorized by law or by the owner of the document sought to be corrected			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
*PSA and local copy of the problem document		PSA/Local Civil Registry Office where such document was recorded		
*Baptismal Certificate		Parish Church Office where the said child was baptized		
*Earliest School Record / Elementary School Certification		School where the child was enrolled		
*Medical Records		Any medical clinics, hospitals where such child/person underwent medical examination/medication		
Affidavit in lieu of the Medical Record, in case such person has no medical record		Any Notary Public		
*Medical Certificate stating that the petition has not undergone sex change or transplant		Accredited medical officer of the municipality		
*Employer Certification (stating that the subject person has no pending administrative or civil liability) or Affidavit of Unemployment, as the case maybe.		Employer of the document owner /Any Notary Public		
*NBI, Police and Barangay Clearances		NBI Office, Police Office and Barangay Hall		
Certificate of Indigency		Barangay Hall/DSWD		
*( <b>A must documents.</b> ) (Such Other Supporting Documents as maybe required by the LCR to support errors found in the document sought to be corrected.)				
*Proof of Once a week for Two Consecutive Weeks Publication (Affidavit of the Publisher and Newspaper Clippings)		Any Newspaper of General Circulation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Apply for Petition for Correction of Clerical Error in the Civil Registry Document(s)	Evaluate the application	NONE	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
2. Submit required documents	Review documents if complete and sufficient	none	5 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual/Laborer
3. Receive Order of Payment	Advise client to pay to the cashier the filing fee	P 3,000.00 for Filing Fee.  If client is Indigent- Exempted from payment	10 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
4. Pay to Cashier	Receive payment and issue O.R.	none	10 mins.	Treasurer's Office



5. Present O.R. to the LCR staff	Prepare the petition for Client to review and sign.	none	15 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
6. Review and sign the petition	Advise client to review the said petition for their signature after	none	5 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
7. Publish the Notice for Publication	Advise client to publish the Notice for Publication once a week for two (2) consecutive weeks in the newspaper of general circulation and submit it after its publication	none  (Payment of the Publication for the Notice of Publication depends on the Newspaper)	Two (2) Consecutive Weeks (14 days)	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
8. Submit the proof of Publication	Advise Client to be back on the 2 <sup>nd</sup> day of their submission of the proof of publication	None	5 mins.	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
9. Claim the acted petition by the Registrar for mailing to Legal Office, PSA, Manila	Release the acted petition for the Office of the Civil Registrar General's action  Client is advised to wait for the Action Taken by the Civil Registrar General	None  none	5 mins.  3 months	MARINA O. BARGAYO Registration Officer III  LILIBETH C. ARREGLO Casual
10. Client request for endorsement for the Affirmed Petition	After receiving the Affirmed Action Taken by the CRG, Clients are informed thru text message for endorsement of the affirmed petition to PSA Regional Office for annotation thru Decentralized Copy Annotation Program (DECAP)	none	5 mins.	LILIBETH C. ARREGLO Casual/Laborer
10. Pay to the Treasurer's Office for the required fees	Clients are advised to pay the three (3) sets of local copy of the concern	Birth, Marriage & Death Certificate Fee -P 75.00 + Doc. Stamp -P 30.00	5 mins.	TREASURER'S OFFICE



	document to be attached to the endorsement thru DECAP	(P 105.00 x 3) = P 315.00		
11. Secure the PSA Copy of the Annotated Document thru BREQS	Once the document will be available in the Database, clients are advised thru text that Annotated PSA copy of their document are now ready for request BREQS	none	10 mins.	LILIBETH C. ARREGLO Casual
TOTAL			<b>14 days 1 hour and 25 mins.</b>	



## 7. Request for SECURITY PAPER (SECPA) thru BREQS

Facts of a person's birth, marriage and death duly registered in our office have an official file at the Philippine Statistics Authority in Manila and can be issued on a Security Paper thru a **Batched Request Query System (BREQS)**.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client (G2C), Government to Government (G2G)			
<b>Who May avail:</b>	Only the owner of the document or his/her authorized representative, resident or non-resident of Daanbantayan, Cebu			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Issued from the respective offices concerned	
Authorization letter with valid ID, if the requester is other than the owner			From the owner of the document or his/her authorized representative	
Local Copy of the Document to be requested, if possible			LCRO	
Letter Request of the Government Entity /Valid ID of the Authorized representative			Government Office Requesting the Document	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill-up Request Form and submit to Window 21 or Window 3	Review the filled up form	None	5 mins.	SIMEON SUNDAY V. NOYNAY Casual  PACITA L. CONDE Casual
2.Receive Order of Payment	Advise client to pay to the cashier the Service Fee	NONE	5 mins.	SIMEON SUNDAY V. NOYNAY Casual  PACITA L. CONDE Casual
3.Payment to Cashier Service Fee	Receive payment and issue official receipt	P 100.00/Copy	10 mins	TREASURER'S OFFICE
4. Present O.R. of Service Charge to the LCR staff.	Encode request in the computer and advise client to pay the requested document for PSA	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
5.Pay the document requested	Receive payment and issue acknowledgment receipt	P 155.00/Copy (Birth, Death & Marriage)  P 210.00/copy (CENOMAR)	5 mins.	SIMEON SUNDAY V. NOYNAY Casual  PACITA L. CONDE Casual
6.Come back after two weeks	Deposit collection of BREQS, submit at PSA the requested Civil Registry documents in SECPA and claim the previously transacted documents	none	1 day	SIMEON SUNDAY V. NOYNAY Casual  LILIBETH C. ARREGLO Casual
7 Present the claim stub to LCR staff (Window 2 & Window 3)	Release the requested document in security paper	none	5 mins.	SIMEON SUNDAY V. NOYNAY Casual  PACITA L. CONDE Casual
TOTAL			<b>1 day and 40 mins.</b>	



## 8. Processing of Legitimation

Illegitimate children are children born outside wedlock. Subsequent marriage of their parents will entitle them to become legitimate.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification :</b>	complex			
<b>Type of Transaction :</b>	Government to Client (G2C)			
<b>Who May avail :</b>	Parents of Illegitimate children, Document Owner			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
PSA Copy of the COLB of the child affected		PSA		
CENOMAR (both parents)		PSA		
Marriage Contract (PSA or Local Copy)		PSA/LCR Office		
Joint Affidavit of Legitimation (to be executed by both parents)		Notary Public		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents required	Review, Scrutinize the completeness of the submitted documents	none	5 mins.	ZOSIMA P. PEPITO Adm. Aide I
2. Client to pay the necessary fees	After the examination of the document, the client is advised to pay the legitimation fee and the birth certificate fee (3 sets)	Legitimate Fee-P 100.00  Birth Certificate Fee- P 75.00  Doc. Stamp – P 30.00  (P 105 x 3 = P 315.00)	25 mins.	ZOSIMA P. PEPITO Adm. Aide I
3. Client to claim her file copy and mail the endorsement of legitimation thru postal office of LBC	Client is advised to come back to mail the said legitimation and for the release of her file copy.	none	20 mins.	ZOSIMA P. PEPITO Adm. Aide I
<b>TOTAL</b>			50 mins.	





## 9. Processing of Supplemental Report:

Blank or omitted entries in the Certificate of Live Birth, Certificate of Marriage and Certificate of Death can be cured thru Supplemental Report.

<b>Office or Division:</b>	Local Civil Registrar			
<b>Classification :</b>	Simple			
<b>Type of Transaction :</b>	Government to Client (G2C)			
<b>Who May avail :</b>	Document Owner, his/her spouse, his parents or his duly authorized representative.			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
CERTIFICATES OF LIVE BIRTH		PSA		
CERTIFICATES OF MARRIAGE		PSA		
CERTIFICATES OF DEATH		PSA		
Any two (2) Supporting Documents to justify the missing or omitted entries such as:		PSA		
Baptismal Certificate		Parish Office where the child was baptized		
Marriage Record of the Document Owner		PSA, Local Civil Registry		
Affidavit of Supplemental Report to be executed by the Document Owner or his/her duly authorized representative		LCR Office to be subscribed by a Notary Public or any person who has authority to subscribe Sworn Statement		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents required	Review, Scrutinize the completeness of the submitted documents	none	5 mins.	MARIE JADE MEDALLE Adm. Aide I
2. Client to pay the prescribed fees	Client is advised to pay the Sec. Fee and the 3 sets of local issue of the certificate concern	Sec. Fee-P 50.00  Birth/Marriage/Death Certificate Fee- P 75.00  Doc. Stamp – P 30.00  (P 105 x 3 = P 315.00)	5 mins.	Treasurer's Office
3. Client to wait for the downloading of the supplemental report to the database by the PSA Regional Office	Client is advised to wait for a text after from the LCRO Staff after the downloading in the database by the PSA Regional Office has been done	none	3 weeks	MARIE JADE R. MEDALLE Adm. Aide I
4. Client come to secure PSA Copy of the document	Client is informed that the PSA Copy affected by Supplemental Report is now available in the database	none	5 mins.	MARIE JADE R. MEDALLE Adm. Aide I
5. Client pays the necessary fees in securing the SECPA Copy thru BREQS	Client is advised to pay the service fee and issue an acknowledgement receipt for the payment of the SECPA	Service Fee – P 100.00/copy  SECPA Copy:  Birth, Marriage & Death Certificate – P 155.00/copy	5 mins.	TREASURY OFFICE
6. Client to come back after 2 weeks to claim the document requested	Client is asked of the Receipt of the payment for the releasing of the document	none	5 mins.	SIMEON SUNDAY V. NOYNAY Casual
<b>TOTAL</b>			<b>3 weeks and 25 mins.</b>	



## 10. Endorsement of Court Decrees:

Civil Registry Documents which were registered in the Office and which underwent Judicial Processes like Annulment, Declaration of Nullity of Marriage, Adoption and Correction of Entry are being endorsed to PSA, Manila for proper annotation in the SECPA copy of the affected document.

<b>Office or Division :</b>	Local Civil Registrar			
<b>Classification :</b>	complex			
<b>Type of Transaction :</b>	Government to Client (G2C), Government to Government (G2G)			
<b>Who May avail :</b>	Document Owner, his/her spouse, his parents or his duly authorized representative.			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
COLB, COM & COD		PSA		
2 sets Certified Copy of the Petition		Court where the petition was filed		
2 sets Certified True Copy of the Decision		Court where the petition was filed		
2 sets Certificate of Finality		Court where the petition was filed		
2 sets Certificate of Authenticity		City or Municipal Registry office where the court sits		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents required	Review, Scrutinize the completeness of the submitted documents	none	10 mins.	MARIE JADE MEDALLE Adm. Aide I
2. Client to pay the prescribed fees	Client is advised to pay the 3 sets of local issue of the certificate concern	Birth/Marriage/Death Certificate Fee- P 75.00  Doc. Stamp – P 30.00  (P 105 x 3 = P 315.00)	15 mins.	Treasurer's Office
3. Client to come back next working day for her file copy of the endorsement and for mailing thru LBC	Client is advised to come back by the next working day to claim her file copy and is advised further to wait when the document is available in the database	none	1 day	MARIE JADE R. MEDALLE Adm. Aide I
TOTAL			<b>1 day and 25 mins.</b>	



## EXTERNAL SERVICES:

### 11. Migrant Petition for CFN & CCE (Birth, Marriage and Death Certificates)

Incorrect First Name and Correction of Clerical and/or typographical errors found in the COLB, COM and COD registered in other municipalities outside Daanbantayan, Cebu maybe filed as the Office of the LCRO, Daanbantayan, Cebu pursuant to R.A. No. 9048 or R.A. 10172, as amended.

<b>Office or Division :</b>	Local Civil Registrar			
<b>Classification :</b>	Highly Technical			
<b>Type of Transaction :</b>	Government to Client (G2C), Government to Government (G2G)			
<b>Who May avail :</b>	Individuals concerned/authorized representative			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
PSA Copy of the Problem Document		PSA		
Local Copy of the subject COLB, COM & COD		Office of the Local Civil Registry office where the document was registered		
Valid ID of the Petitioner/Document Owner		Issuing office of the ID		
Baptismal Certificate		Parish Church where the subject person was baptized		
Earliest School Records/School Certification (a must in R.A. No. 10172)		Elementary School where the subject child was enrolled		
Marriage Certificate of the petitioner/Document Owner		PSA, LCRO or Parish Church office where the marriage occurred		
Medical Records / Affidavit in Lieu of the Medical Records (a must in R.A. No. 10172)		Medical Clinics, Hospitals undergoing medical examination of the said person		
Medical Certification stating that the petitioner has not undergone sex change or sex transplant ( a must in R.A. 10172)		Accredited Medical Officer of the Municipality		
Clearances for CFN & R.A. 10172 (NBI, Police and Barangay Clearances)		NBI Office, Police Office & Baranagay Hall		
Employer Certification/Affidavit of Unemployment (For CFN & R.A. 10172)		Employer of the subject person/Any Notary Public		
Proof of Publication (For CFN & R.A. 10172)		Newspaper of General Circulation		
Certificate of Indigency (For Indigent Petitioner)		Barangay Hall/MSWD		
<b>CLIENTS STEPS</b>				
<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1.Submit the documents required	none	15 mins.	MARINA O. BARGAYO Registration Officer III	
2.Client to pay the Service Fee	Receive payment and issue official receipt  P 1,000 (For CFN & R.A. 10172)  P 500.00 (For CCE under R.A. 9048)  If petitioner is indigent – exempted from payment	5 mins.	LILIBETH C. ARREGLO (Casual)  TREASURER'S OFFICE	
3. Client submit the official receipt	advised to review the petition the entries and sign  contact and refer the concern LCR	none	10 mins.	MARINA O. BARGAYO Registration Officer III



	for order of payment			
4. Client to pay the order of payment	Receive official receipt the and prepare the document for mailing by the client	Payment of Filing Fees:  CCE/R.A. 9048 - P 1,000.00  CCE/R.A. 10172 – P 3,000.00  CFN – P 3,000.00  If Petitioner is indigent – exempted from payment of Filing Fee	30 mins.	MARINA O. BARGAYO Registration Officer II  LILIBETH C. ARREGLO Casual/Laborer
4. Client to mail the said petition to the C/MCR concerned	Client is advised to mail the complete set of petition and the required supporting documents to the concerned C/MCR where the problem document was registered	none	10 mins.	
5. Client to claim the Copy of the said petition	Client’s copy is being released.  Client is advised to wait for the return of the petition from the office of the C/MCR where such document was registered.	None  None	5 mins.  3 months	LILIBETH C. ARREGLO Casual  Concerned MCR
<b>TOTAL</b>			<b>1 hour and 15 mins.</b>	



## 12. Out-of-Town Delayed Registration (Birth, Marriage and Death Certificates)

Birth, Marriages and Death occurring or happening outside the municipality maybe registered pursuant to Adm. Order No. 1, Series of 1993 thru the Out-of-Town Late Registration of Documents.

<b>Office or Division :</b>	Local Civil Registrar			
<b>Classification :</b>	Highly Technical			
<b>Type of Transaction :</b>	Government to Client (G2C)			
<b>Who May avail :</b>	Individuals concerned /his authorized representative			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
PSA Copy of Negative Certification of births, marriage, and death (updated)		PSA		
Supporting Documents to show the veracity of the vital events to be registered, such as				
Marriage Contract of the document of the document owner		PSA, Local Civil Registry copy or record from gthe church		
Valid ID of the Document Owner		Issuing office of the ID		
Baptismal Certificate		Parish Church where the subject person was baptized		
Earliest School Records/School Certification (a must in R.A. No. 10172)		Elementary School where the subject child was enrolled		
Marriage Certificate of Document Owner's parents		PSA, LCRO or Parish Church office where the marriage occurred		
Joint Affidavit of Two Disinterested Persons Attesting to the veracity of the vital events to be registered		LCRO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit the documents required	Review, Scrutinize the completeness of the submitted documents	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
2.Client to pay the Secretary's fee	Advice client to pay for the Secretary's Fee	P 50.00	10 mins.	TREASURY OFFICE
3. Client to review the correctness of the entries in the COLB, COM and COM	Clients are advised to check properly the correctness of the entry	none	10 mins.	MARIE JADE R. MEDALLE Adm. Aide I
4. Client to pay the prescribed fees	MCR Staff to contact the Office of the C/MCR concerned for the order of payment  None	None  (Payment depends on the municipality concern)	25 mins.	MARIE JADE R. MEDALLE Adm. Aide I
4. Client to present the proof of payment and	Receive the proof of payment and			



come back the next day for mailing of the said document	advise the client to comeback the following day to secure the mailing envelope mail Prepare transmittal letter to the concerned out of town LCR			
5. Client to claim the transmittal copy of the out-of-town registration	Client's copy is being released.  Client is advised to wait for the return of the said out-of-town delayed registration from the office of the C/MCR where such document was registered.	None  None	5 mins.  1 month	MARIE JADE R. MEDALLE Admin. Aide I  Concerned MCR
<b>TOTAL</b>			<b>60 mins.</b>	