



## **CITY CIVIL REGISTRAR'S OFFICE**



## EXTERNAL SERVICES

### 1. Timely Registration of certificate of Live Birth, Death and Marriage

Service Description: To facilitate the Registration of Certificate of Live birth, death and marriage within the period of one month upon the date of event.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen/Public			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of Certificate of Live Birth/ Death / Marriage.		Health Institutions / Birthing Centers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook, and Presents / submits completely filled up Certificate of Live Birth /Death / Marriage.	1. Accepts and validates the documents	None	5 minutes	<i>Frontline employees and/or CCR staff</i>
	2. For signature by the CCR or authorized signatory	None	15 minuets	<i>CCR or authorized signatory</i>
	3. Assigns registry number and date of registration	None	2 minutes	<i>Admin. Asst. II and/or CCR staff</i>
	4. Release of registered Certificate of Live Birth.	None	1 minute	<i>Admin. Asst. II and/or CCR staff</i>



## 2. Timely Registration of Certificate of Live Birth of Illegitimate Child

Service Description: Registration of Certificate of Live birth of illegitimate children within the period of one month upon the date of event.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen / public			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of Certificate of Live Birth		Health Institutions / Birthing Centers		
2. In case of illegitimate children submit: <ul style="list-style-type: none"> <li>four photocopies of valid ID of the mother and father</li> <li>Accomplished Affidavit to use the surname of the father</li> </ul>		GSIS/BIR/SSS/LTO / Philhealth /Company ID  City Civil Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook and Presents / submits completely filled up Certificate of Live Birth	1. Accepts and validates the documents	None	5 minutes	<i>Frontline employees and/or CCR staff</i>
	1.1 <u>For illegitimate children:</u> Prepare AUSF and Certification of registration and let it sign by the client.	None	15 minutes	<i>Frontline employees and/or CCR staff</i>
2. Signs the AUSF and back portion of the COLB		None	5 minutes	
	1. For signature by the CCR or authorized signatory	None	10 minutes	<i>CCR or authorized signatory</i>
	1.1. Assigns registry number and date of registration	None	2 minutes	<i>Admin. Asst. II and/or CCR staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Release of registered Certificate of Live Birth.	None	1 minute	<i>Admin. Asst. II and/or CCR staff</i>



### 3. Adherence to RA 9255—Affidavit to Use the Surname of the Father

Service Description: An act of concerned citizen allowing the use of the surname of the father of illegitimate children.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>
<b>Classification:</b>	Sample Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen / public
<b>Who may avail:</b>	ALL

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Certificate of Live Birth (PSA/LCR)	PSA and CCRO
2. Valid ID of the mother and father	GSIS/BIR/SSS/LTO / Philhealth /Company ID
3. Affidavit to Use the surname of the father For 0-7 yrs old—affiant is the mother 8-17 yrs old—affiant is the child attested by the mother 18 up—affiant is the child/document owner	Lawyer

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents	None	7 minutes	<i>CCR Clerk IV</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment	1. Issue order of payment	Certification Fee—P75.00 Certified Photocopy – P100.00 AUSF Fee—P200.00	15 minutes	Window C / D— Treasurer's Office
	1. Prepares the following: -annotated birth certificate -Certification of registration -transmittal letter	None	30 minutes	<i>CCR Clerk IV</i>
	1.1. CCR signs the prepared documents	None	15 minutes	<i>City Civil Registrar</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Signs in the logbook as a proof that client received the document	1. Releases the document with a reminder slip and advise the client to mail 1 set to PSA manila.	None	5 minutes	<i>CCR Clerk IV</i>



#### 4. Adherence to RA 9048— Petition for Change of First name in the certificate of Live Birth

Service Description: Any citizen may file a petition authorizing the Municipal/City Civil Registrar to correct clerical and typographical error in certificate of Live Birth without judicial order.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live birth		PSA and CCRO		
2. Baptismal certificate or affidavit of no religious records		Church		
3. Marriage certificate (if married)		PSA / LCR		
4. School records		School ( graduated/enrolled)		
5. Valid IDs		GSIS/BIR/SSS/LTO/Philhealth/Company ID		
For change of first name (additional requirements)		Respective agencies / company / employers		
6. Affidavit of no pending case ( for working)				
7. affidavit of unemployment		Lawyer		
8. NBI and Police Clearance		NBI / PNP		
9. Publication		Any printing press		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents, if authentic and complete issue Order of Payment.	None	12 minutes	<i>Book Binder I Asst. Registration Officer</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		P3,000.00– Filing Fee	15 minutes	Window C / D— Treasurer's Office
	1. Prepares the petition to be signed by the client and the notice of publication	None	30 minutes	<i>Book Binder I</i> <i>Asst. Registration Officer</i>
3. Signs the petition and receive the notice of publication		None	10 minutes	
	1. Gets the contact number of the client to be notified upon approval of the petition and advises the client to go to printing press.	None	5 minutes	<i>Book Binder I</i> <i>Asst. Registration Officer</i>
4. Go to printing press for the publication		P 1,500.00		



## 5. RA 9048— Petition for correction of clerical error in the certificate of Live-Birth, death and marriage

Service Description: An act authorizing the Municipal/City Civil Registrar to correct clerical and typographical error without judicial order.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Document to be corrected (marriage/ death)		PSA and CCRO		
2. Baptismal certificate or affidavit of no religious records		Church		
3. Marriage certificate (if married)		PSA / LCR		
4. School records		School ( graduated/enrolled)		
5. Valid IDs		GSIS/BIR/SSS/LTO/Philhealth/Company ID		
6. Certificate of Live Birth of the mother/ father/sibling/ child		PSA/LCR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and presents / submits the needed documents	Accepts and validates the documents, if authentic and complete issue Order of Payment.	None	5 minutes	<i>Book Binder I Asst. Registration Officer</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		P3,000.00 – Filing Fee	30 minutes	Window C / D— Treasurer's Office
	Prepares the petition to be signed by the client and the notice of posting	None	30 minutes	<i>Book Binder I Asst. Registration Officer</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Signs the petition		None	10 minutes	
	1. Gets the contact number of the client to be notified upon approval of the petition	None	10 minutes	<i>Book Binder I Asst. Registration Officer</i>
4. Go to printing press for the publication		P1,500.00		
	1. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Book Binder I Asst. Registration Officer</i>
	1.1. Mail the petition to PSA manila after the posting period and advises the client to return after the petition has been affirmed.	None		<i>Book Binder I Asst. Registration Officer</i>



## 6. Adherence to RA 9848— Legitimation of certificate of Live Birth

Service Description: Processing of requirements for legitimation of children born to parents below marrying age amending the purpose of Family Code of the Philippines

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live Birth		PSA and CCRO		
2. For parents below 18 years old: Affidavit to Legitimation stating the minority of the mother/father/both  For parents above 18 years old: Affidavit of legitimation		Lawyer		
3. Certificate of No Marriage		PSA		
4. Certificate of Marriage		PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits completely filled up Certificate of Live Birth	1. Accepts and validates the documents and thereafter, issue Order of Payment	None	5 minutes	<i>CCR Clerk IV</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		Certification Fee—P75.00  Certified Photocopy – P100.00  Legitimation Fee—P200.00	45 minutes	Window C / D— Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepares the document and annotated birth certificate	None	45 minutes	CCR Clerk IV
	1.1. CCR signs the document ready for releasing	None	15 minutes	<i>City Civil Registrar</i>
3. Client receive the document.	1. Releases the document with a reminder slip and advise the client to mail 1 set to PSA manila.	None	10 minutes	CCR Clerk IV



## 7. Batch Request Query System (BREQS)

Service Description: A service through a Memorandum of Agreement between PSA and LGU Tuguegarao City where a client can request PSA documents from the City Civil Registrar's office.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. BREQS Application Form		PSA or CCRO		
2. Valid ID of the document owner		GSIS/BIR/SSS/LTO/Philhealth/Company ID		
3. For third party requester - Authorization letter		From the document owner		
4. Valid ID of the authorized person		GSIS/BIR/SSS/LTO/Philhealth/Company ID		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits completely filled up Application Form	1. Accepts and validates the application form and needed requirements, thereafter issue Order of Payment	None	10 minutes	<i>CCR Clerk IV Book Binder I</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		BREQS Fee— P50.00	45 minutes	Window C / D— Treasurer's Office
	1. Get the receipt and the payment for PSA request advising the client of the releasing time which is 4:00 in the afternoon	Birth—P155.00 Death— P155.00 Marriage— P155.00 CENOMAR— P210.00	10 minutes	<i>CCR Clerk IV Book Binder</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1. Encodes the request	None	1 hour	<i>CCR Clerk IV Book Binder I</i>
	1.2. Submit the encoded batch request to PSA regional Office	None	3 hours	<i>CCR Clerk IV Book Binder</i>
3. Receives the requested document on or before 4:00 in the afternoon	1. Releases the requested PSA document	None	10 minutes	<i>CCR Clerk IV Book Binder</i>



## 8. Application of marriage license with applicants above 25 years old

Service Description: A requisite process before a couple gets married. Each of the contracting parties shall file separately a sworn application and the license shall be released after a 10 day posting period.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal appearance of the applicants				
2. Certificate of No Marriage		PSA		
3. Certificate of Live Birth		PSA or LCR		
4. Cedula of the applicants		Treasurer's Office		
5. Tree Planting Certificate		CENRO and Barangay Captain		
6. Pre Marriage Counseling Certificate		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits needed requirements	1. Accepts and validates the and needed requirements	None	15 minutes	<i>Admin. Officer II</i>
	1.1 Give the application form to the client and instruct the applicants to fill it up completely	None	5 minutes	<i>Admin. Officer II</i>
2. Fills up the application form	1. Issue Order of Payment	None	30 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the required fees at the City Treasurer's Office by showing the order of payment		Marriage application Fee – P100.00 Additional License Fee- P205.00 Marriage License— P2.00 OMC certificate— P50.00	30 minutes	Window c / D— Treasurer's Office
	1. Copy the receipt and advise the applicants to go to the CENRO office, CSWD office to attend the PMC scheduled every Friday morning at The City Health office and be back for the release of the license after 10 days.	None		<i>Admin. Officer II</i>
4. Go to CENRO office for instruction with regards to Tree Planting as Ordinance Tree Planting Certification required by to submit before the release of the marriage license		None		CENRO staff Barangay Captain
5. Go to CSWD to fill up survey forms		None		<i>CSWDO Social Worker Officer</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Encodes the application form and prepare notice of posting	None	30 minutes	<i>Admin Officer II</i>
	1.1. Signs the application form and notice of posting	None	15 minutes	<i>City Civil Registrar</i>
	1.2. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Admin . Aide III</i>
6. Return to the City Civil Registrar's Office for the release of the license after 10 days.	1. Get the PMC certificate and Tree Planting certificate and release the marriage license of the applicants	None	30 minutes	<i>Admin. Officer II</i> <i>Admin. Aide III</i>



## 9. Application of marriage license with applicants below 25 years old

Service Description: A requisite process before a couple gets married. Each of the contracting parties shall file separately a sworn application and the license shall be released after a 10 day posting period.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal appearance of the applicants				
2. For applicants below 25 years old: 18-21—need the consent of the father 22-25—need the advice of both parents				
3. Certificate of No Marriage		PSA		
4. Certificate of Live Birth		PSA or LCR		
5. Cedula of the applicants		Treasurer's Office		
6. Tree Planting Certificate		CENRO and Barangay Captain		
7. Pre Marriage Counseling Certificate		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits needed requirements	1. Accepts and validates the and needed requirements	None	15 minutes	<i>Admin. Officer II Admin. Aide III</i>
	1.1. Give the application to the client and instruct the applicants to fill it up completely	None	5 minutes	<i>Admin. Officer II Admin. Aide III</i>
2. Fills up the application form		None	30 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Encodes the consent / advice of the parents	None	20 minutes	<i>Admin. Officer II</i>
3. Father/ Both parents signs the consent/advice	1. Issue Order of Payment	None		
4. Pays the required fees at the City Treasurer's Office by showing the order of payment		Marriage application Fee— P100.00 Additonal License Fee- P205.00 Marriage License—P2.00 OMC certificate— P50.00	30 minutes	Window c / D— Treasurer's Office
	1. Copy the receipt and advise the applicants to go the CENRO office, CSWD office and to attend the PMC scheduled every Friday morning at The City Health office and be back for the release of the license after 10 days.	None		<i>Admin. Officer II</i> <i>Admin. Aide III</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Go to CENRO office for instruction for the Tree Planting Ordinance required to submit before the release of the marriage license		None		CENRO staff Barangay Captain
6. Go to CSWD to fill up survey forms		None		<i>Social Worker Officer</i>
	1. Encodes the application form and prepare notice of posting	None	30 minutes	<i>Admin Officer II</i>
	2. Signs the application form and notice of posting	None	15 minutes	<i>City City Civil Registrar</i>
	3. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Admin . Aide III</i>
8. Return to the City Civil Registrar's Office for the relase of the license after 10 days.	4. Get the PMC certificate and Tree Planting certificate and release the marriage license of the applicants	None	30 minutes	<i>Admin. Officer II</i> <i>Admin. Aide III</i>



## 10. Application for late registration of Certificate of live birth with married parents

Service Description: To facilitate the registration of Certificate of Live birth not registered within the reglementary period of one month upon the date of event.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to transacting public			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of Certificate of Live Birth		Health Institutions / Birthing Centers		
2. PSA Negative Result		PSA		
3. Medical Record of the child / mother		Health Institutions/Birthing Centers		
4. Affidavit of two disinterested persons		Lawyer		
5. Marriage Certificate of Parents		Psa / lcr		
6. School Record / Service Record		School / respective agency of the document owner		
7. Baptismal Certificate		Church		
8. Valid IDs indicating the birthday and birthplace of the applicant		GSIS/BIR/SSS/LTO / Philhealth /Company ID		
9. Cedula		Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook and Presents / submits completely filled up Certificate of Live Birth	1. Accepts and validates the documents	None	15 minutes	<i>Admin. Aide III</i>
2. Signs the affidavit of delayed registration at the back of the COLB		None		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Gives release stub and advise the client to go back for the release of the COLB after 10 days	None		<i>Admin.Aide III</i>
	2. Encodes the back portion of the COLB and prepares the notice of posting and prosecutor Form	None		<i>Admin.Aide III</i>
	3. Signs the COLB, Prosecutor's Form and notice of posting	None	15 minutes	City Civil Registrar
	4. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Admin.Aide III</i>
3. Return to the City Civil Registrar's Office to received the COLB after 10 days.	3.Releases the approved and duly registered COLB	None		<i>Admin. Aide III</i>



## 11. Application for late registration of Certificate of live birth with unmarried parents

Service Description: To facilitate the Registration of Certificate of Live Birth of a child not registered within the reglementary period of one month upon the date of event.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen / Public			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of Certificate of Live Birth		Health Institutions / Birthing Centers		
2. PSA Negative Result		PSA		
3. Medical Record of the child / mother		Health Institutions/Birthing Centers		
4. Affidavit of two disinterested persons		Lawyer		
5. Affidavit to Use the surname of the Father		PSA / LCR		
6. School Record / Service Record		School / respective agency of the document owner		
7. Baptismal Certificate		Church		
8. Valid IDs indicating the birthday and birthplace of the applicant		GSIS/BIR/SSS/LTO / Philhealth /Company ID		
9. Cedula				
10. Valid Id of the mother and father		Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook and Presents / submits completely filled up Certificate of Live Birth	1. Accepts and validates the documents	None	15 minutes	<i>Admin. Aide III</i>
	2. Encodes/types the Affidavit to Use the surname of the Father	None		<i>Admin.Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Signs the Affidavit of late registration and AUSF		None		
	1. Gives release stub and advise the client to go back for the release of the COLB after 10 days	None		<i>Admin.Aide III</i>
	2. Encodes the back portion of the COLB and prepares the notice of posting and prosecutor Form	None		<i>Admin.Aide III</i>
	3. Signs the COLB, Prosecutor's Form and notice of posting	None	15 minutes	City Civil Registrar
	4. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Admin.Aide III</i>
3. Return to the City Civil Registrar's Office to receive the COLB after 10 days.	1. Releases the approved and duly registered COLB	None		<i>Admin.Aide III</i>



## 12. Adherence to RA 10172— An act authorizing the MCR/city civil registrar to correct the sex/gender and day and month in the birthdate in the certificate of live birth

Service Description: Processing of any petition to correct sex/gender and day and month in the birth date in the Registration of Certificate of Live Birth of the child.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live birth		PSA and CCRO		
2. Baptismal certificate or affidavit of no religious records		Church		
3. Marriage certificate (if married)		School / Lawyer		
4. School records/Affidavit of No record				
5. Valid IDs		Respective agencies / company / employers		
6. Affidavit of no pending case ( for working)		Lawyer		
7. affidavit of unemployment		NBI/ PNP		
8. NBI and Police Clearance		Printing Press		
9. Publication		Health Institutions		
10. Medical records				
11. Medical Certificate from the City Health Office		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents through issue Order of Payment	None	12 minutes	<i>Book Binder I Asst. Registration Officer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		P3,000.00— Filing Fee	45 minutes	Window C / D— Treasurer's Office
	Prepares the petition to be signed by the client and the notice of publication	None	30 minutes	<i>Book Binder I</i> <i>Asst. Registration Officer</i>
3. Signs the petition and receive the notice of publication		None	10 minutes	
	Gets the contact number of the client to be notified upon approval of the petition	None	5 minutes	<i>Book Binder I</i> <i>Asst. Registration Officer</i>
4. Go to printing press for the publication		P 1,500.00		
5. Encodes at the back portion of the COLB and prepares the notice of posting and prosecutor Form		None		<i>Admin.Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Signs the COLB, Prosecutor's Form and notice of posting	None	15 minutes	City Civil Registrar
	2. Posts the notice of posting in the bulletin board located at the City Hall lobby.	None		<i>Admin.Aide III</i>
6. Return to the City Civil Registrar's Office to receive the COLB after 10 days.	1. Releases the approved and duly registered COLB	None		<i>Admin.Aide III</i>



### 13. Supplemental entry with one or two omitted entries

Service Description: Process request to supplement the omitted items in the Certificates of Live Birth / Marriage and Death Birth.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live Birth /Marriage / Death		PSA and CCRO		
2. Affidavit of Supplemental Report		Lawyer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents and thereafter issue Order of Payment	None	12 minutes	<i>Admin Staff</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		Certification Fee—75.00 Certified True copy—P100.00	45 minutes	Window C / D— Treasurer's Office
	1. Prepares the annotated and supplemented COLB and transmittal letter		45 minutes	<i>Admin Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Signs the supplemented COLB		None	10 minutes	
	1. Gets the contact number of the client to be notified upon approval of the application	None	10 minutes	<i>Admin Staff</i>
	2. Signs the annotated COLB and transmittal letter	None	15 minutes	<i>City Civil Registrar</i>
4. Receive clients file	3. Submits the supplemental report to PSA Provincial Office	None		



#### 14. Supplemental entry with more than two omitted entries

Service Description: Process requests to supplement the omitted items in the Certificates of Live Birth / Marriage and Death.

<b>Office or Division:</b>		<b>City Civil Registrar's Office</b>		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		ALL		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live birth /Marriage / Death		PSA and CCRO		
2. Affidavit of Supplemental Report		Lawyer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents and thereafter issue Order of Payment	None	12 minutes	<i>Rachel Escobar</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		Certification Fee —75.00 Certified True copy— P100.00	45 minutes	Window C / D— Treasurer's Office
	1. Prepares the annotated and supplemented COLB and transmittal letter	None	45 minutes	<i>Rachel Escobar</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Signs the supplemented COLB		None	10 minutes	
	1. Signs the annotated COLB and transmittal letter	None	15 minutes	City Civil Registrar
	2. Gets the contact number of the client and advise the client to mail the documents to PSA Central Office	None	10 minutes	<i>Admin Staff</i>
4. Receives and mails the document to PSA Central office	1. Release the client's file and document for mailing to PSA Central office	None		



## 15. Registration of court decree where the place of event is outside Tuguegarao City

Service Description: To facilitate the registration of adoption, annulment, legal separation, presumptive death, Affidavit to Use the surname of the father and correction of clerical entries made through court proceedings.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of court order/ decision		RTC		
2. Four copies of Finality		RTC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents and thereafter issue Order of Payment	None	12 minutes	<i>Asst. Registration Officer</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		Certification Fee—75.00 Change of Name—P500.00 Adoption—P1,000.00 Nullity of Marriage—P2,000.00 Legal Separation-P 2,000.00 Certified Photocopy—P50.00	45 minutes	Window C / D—Treasurer's Office



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepares the Certificate of Authentication and certification of registration 1.1 Stamped with certified photocopy all submitted documents	None	45 minutes	<i>Asst. Registration Officer</i>
	2. Signs the prepared documents	None	30 minutes	City Civil Registrar
3. Receives the registered court decree documents	1. Release the client's file and advise client to submit documents to local civil registrar where the event took place	None		<i>Asst. Registration Officer</i>



## 16. Registration of court decree where the place of event in within Tuguegarao City

Service Description: To facilitate the registration of adoption, annulment, legal separation, presumptive death, Affidavit to Use the surname of the father and correction of clerical entries made through court proceedings.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Four copies of court order/ decision		RTC		
2. Four copies of Finality		RTC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents and thereafter issue Order of Payment	None	12 minutes	<i>Asst. Registration Officer</i>
2. Pays the required fees at the City Treasurer's Office by showing the order of payment		Certification Fee—75.00 Change of Name—P500.00 Adoption—P1,000.00 Nullity of Marriage—P2,000.00 Legal Separation—P 2,000.00 Certified Photocopy—P50.00	45 minutes	Window C / D—Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepares the following: - Certificate of Authentication -certification of registration -transmittal letter -stamped with certified photocopy all submitted documents -annotated civil registry document (birth/death/ marriage)		45 minutes	Asst. Registration Officer
	2. Signs the prepared documents		30 minutes	City Civil Registrar
	3. Release the client's file and advise client to mail the documents to PSA Central Office		10 minutes	Asst. Registration Officer
3. Receives the registered court decree documents				



## 17. Application for out of town delayed registration of birth

Service Description: Application of delayed registration of birth born outside Tuguegarao City but are now residing in the city. This process is made through an office to office transaction.

<b>Office or Division:</b>	<b>City Civil Registrar's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA Negative Result		PSA		
2. Affidavit of two disinterested persons		Lawyer		
3. Marriage of Parents( for children)				
4. Marriage Certificate ( for married applicants)		PSA / LCR		
5. School Record / Service Record		School / respective agency of the document owner		
6. Baptismal Certificate		Church		
7. Valid IDs indicating the birthday and birthplace of the applicant		GSIS/BIR/SSS/LTO / Philhealth /Company ID		
8. Cedula		Treasurer's Office		
9. Affidavit of Out of Town Delayed Registration		Lawyer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client control sheet and Presents / submits all needed requirements	1. Accepts and validates the documents	None	12 minutes	<i>Registration Officer II CCR Clerk IV</i>
	2. Gives information sheet for the client to fill up		5 minutes	<i>Registration Officer II CCR Clerk IV</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Fills up completely the information sheet			20 minutes	
3. Pays the required fees at the City Treasurer's Office by showing the order of payment		Out of Town Fee- P200.00	45 minutes	Window C / D— Treasurer's Office
	1. Encodes the Certificate of Live Birth and prepares the transmittal letter		45 minutes	Registration Officer II CCR Clerk IV
4. Affix his/her signature in encoded Certificate of Live Birth			10 minutes	
	1. Signs the prepared documents		30 minutes	City Civil Registrar
	1.1. Get the cellphone number of the client to be notified if the application will be approved. Release the document and advise client to mail the documents to the designated municipality/city civil registrar's office.		10 minutes	Registration Officer II CCR Clerk IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Mail the documents keeping the courier's receipt				
	1. Prepares the Certificate of Authentication and certification of registration -stamped with certified photocopy all submitted documents		45 minutes	<i>Asst. Registration Officer</i>
	2. Signs the prepared documents		30 minutes	City Civil Registrar
6. Receives the registered court decree documents				
	1. Release the client's file and advise client to submit documents to local civil registrar where the event took place			<i>Asst. Registration Officer</i>