

SERVICES

1. REGISTRATION OF BIRTH CERTIFICATES (ON TIME REGISTRATION/BORN AT RHU)

Republic Act No. 3753 mandates the establishment of civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded. The birth of the child, being a vital event of a person must be registered within thirty (30) days from the time of birth at the office of the Civil Registrar of the municipality where the birth occurred.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate of parents				
2. Community Tax Certificate /Valid ID of Father (If not married)				
3. Community Tax Certificate				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client provides the needed information during the interview.	1.1 Fill out birth forms in 4 copies using computer/Phil Cris	None	15 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk
2. Client reviews the document and affix signature on the space provided.	2.1 Reviews and sign the document	None	5 minutes	
3. Client pays the corresponding fees at the Municipal Treasurer's Office.		70.00 Issuance Fee/ P 200.00 fee for Unmarried Parents	Gap	Collection Officer
4. Client returns to the MCR's office and present the official receipt. Wait as the MCR reviews and signs the document.			5 minutes	PABLITO P. PUCHERO Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
5. Client claims the registered Certificate of Live Birth (COLB)				
TOTAL:		P 200.00 fee for Unmarried Parents	25 minutes	

2. REGISTRATION OF BIRTH CERTIFICATES (ON TIME REGISTRATION/BORN IN PUBLIC HOSPITAL)

Republic Act No. 3753 mandates the establishment of civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded. The birth of the child, being a vital event of a person must be registered within thirty (30) days from the time of birth at the office of the Civil Registrar of the municipality where the birth occurred.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate of parents				
2. Community Tax Certificate/ Valid ID of Father (If not married)				
3. Community Tax Certificate				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client verifies with the Civil Registrar's Office if the hospital authorities have submitted the duly accomplished COLB (4 copies). If yes, review the documents, if no coordinate with the concerned hospital. Secure the documents and submit to the Office of the Municipal Civil Registrar.	1.1 Reviews and receives accomplished form	None	10 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk
2. Client pays the corresponding fee at the MTO		70.00 Issuance Fee/ P 200.00 fee for Unmarried Parents	GAP	Collection Officer
3. Client returns to the Civil Registrar's Office and present the official receipt.	3.1 Sign the document	None	2 minutes	PABLITO P. PUCHERO Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
4. Client claims the duly registered COLB on the appointed date set by hospital authorities				
TOTAL:		None	12 minutes	

3. REGISTRATION OF BIRTH CERTIFICATES (DELAYED REGISTRATION)

Republic Act No. 3753 mandates the establishment of civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded. The birth of the child, being a vital event of a person must be registered within thirty (30) days from the time of birth at the office of the Civil Registrar of the municipality where the birth occurred.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple, requires 10 days posting (required by the PSA)			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Certification from PSA				
2. Baptismal Certificate				
3. School Records				
4. Voter's Registration Record				
5. Community Tax Certificate				
6. RHU Health Card				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Provides the needed information during the interview.	1.1 Fills out birth forms in 4 copies using Phil Cris	None	10 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk
2. Reviews the document and affix signature on the space provided.	2.1 Reviews and signs the document		5 minutes	PABLITO P. PUCHERO Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
3. Client pays the corresponding fees at the MTO.		P 200.00	GAP	Collection Officer
4. Client returns to the MCR Office and submit the official receipt.			2 minutes	PABLITO P. PUCHERO Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
5. Client claims the duly registered COLB on the appointed date. Note: COLB will be claimed after 10 days posting at the office				
TOTAL:		P 200.00 fee plus 300.00 unmarried parents	22 minutes, required 10 days posting	

4. REGISTRATION OF MARRIAGE CERTIFICATES

Republic Act No. 3753 mandates the establishment of civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded. The marriage of the person, being his/her vital event must be registered within fifteen (15) days following the solemnization of marriage. For marriage license exempt from license requirement, the prescribed period is 30 days.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits duly accomplished Marriage Certificate in four (4) copies prepared by the Municipal Mayor and by the solemnizing officers of various religious sects.	1.1 Assigns registry number. Reviews and signs the document submitted	None	5 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk PABLITO P. PUCHERO

				Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
2. Client receives a copy of the registered document			2 minutes	
TOTAL:		None	7 minutes	

5. REGISTRATION OF DEATH CERTIFICATES

The spouse or nearest relative who has knowledge of the death of a person who died without medical assistance must report the same to within 48 hours. The Municipal Health Office examines the cause of death, signs the death certificate, and directs the registration of the death certificate with the Office of the Civil Registrar within the reglementary period of 30 days.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client provide the needed information during the interview	1.1 Fill out Form 103 computer/ Phil Cris	None	15 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin Aide III
2. Client submits the duly accomplished death certificate in 4 copies to be certified by the attending physician/municipal health officer	2.1 Assigns registry number, signs the death certificate		5 minutes	DRA. MARINA G.RAMOS HARLY MAY C. FLORES Admin.Aide VI DEVINA A. BALUTAN Admin.Aide III ENGR. SAMUEL M. SARDUA Civil Registrar
3. Client returns to the MCR Office and submit the death certificate with official receipt.	3.1 Reviews the death certificate and identify the cause of death		3 minutes	PABLITO P. PUCHERO Admin. Officer
4. Client claims the duly registered death certificate.	4.1 Signs the death certificate		2 minutes	ENGR. SAMUEL M. SARDUA Civil Registrar
TOTAL:		None	20 minutes	

6. REQUESTING A COPY OF BIRTH, MARRIAGE & DEATH CERTIFICATE IN TRANSCRIPTION

Civil Registry documents such as birth, marriage & death certificates may be availed by securing an original transcription from the office.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth and Marriage Certificate:				

<ul style="list-style-type: none"> Fill out form Government issued valid ID of the document's owner. <p>In case of representative, authorization letter and valid ID of the document's owner and the representative</p>				
<p>For Death Certificate</p> <ul style="list-style-type: none"> Fill out form Documents showing relationship to the deceased person and their government issued valid ID. <p>In the absence of the direct relative, affidavit the nearest of kin and government issued valid ID</p>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests copy of the certificate.	1.1 Locate the document using index card. Registry Book of Records and Prints copy of the certificate. Reviews and signs the certificate.	None	10 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ENGR. SAMUEL M. SARdua Civil Registrar Collection Officer
2. Client pays the corresponding fee		P 50.00	GAP	
3. Client receives the certificate.	3.1 Write down the document at logbook.		3 minutes	ANGELINE PANLILIO JO Clerk
TOTAL:		50.00	13 minutes	

7. REGISTRATION OF APPLICATION FOR MARRIAGE LICENSE

Marriage license is an official document giving authority to the applicants to marry one another.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate	Philippine Statistics Office/Local Civil Registry			
2. Certificate of No Record of Marriage (CENOMAR)	Philippine Statistics Office			
3. Family Planning (Marriage Counseling Certificate @ MHO & MSWDO	MSWD/RHU			
4. Parental Advice (if 21-24 years old)				
5. Parental consent (if 18 -20 years old)				
6. Cedula				
7. 2x2 Picture				
For Widow/Widower				
<ul style="list-style-type: none"> Death Certificate of former spouse 				
For applicant with previous marriage				
<ul style="list-style-type: none"> Annotated Marriage Certificate from PSA 				
Additional Requirements for FOREIGNERS:				
<ul style="list-style-type: none"> Legal capacity to contract marriage from their respective embassies Divorce Certificate, if divorced 	Embassy of Foreign National Embassy of Foreign National			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients submit all the required documents and provide all the	1.1 Interviews the clients. Fill out the application in 4 copies	None	20 minutes	HARLY MAY C. FLORES Admin. Aide VI

necessary information during the interview.				DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk
2. Clients sign the marriage license application together with the concerned parents.	2.1 Assists in signing the marriage license application.	None	10 minutes	ANGELINE PANLILIO JO Clerk
3. Clients pay the corresponding fees at the MTO.		Marriage Application fee- 200.00 Licensing-100.00 Family Planning/Marriage Counseling fee - 100.00 Solemnization Fee - 150.00	GAP	Collection Officer
4. Clients return to the MCR office and present the official receipt entrusting all the required documents to the office for the 10-day posting period.				
TOTAL:			30 minutes/with 10 days posting period	

8. PROCESSING PETITIONS UNDER RA 9048 AND RA 10172

RA 9048 and RA 10172 is an act authorizing the Municipal Civil Registrar to correct clerical error or typographical error in an entry and/or change of first name or nickname in the civil register and correction of gender, birth and birth date without need of a judicial order.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For correction of Clerical Error: <ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate • Marriage Certificate • School records • Voter’s Registration Record • Service Record, • Any Valid ID’s • Driver’s License • GSIS/SSS Record, Insurance, etc. 	Philippine Statistics Authority Philippine Statistics Authority
For Change of First Name or Nickname: <ul style="list-style-type: none"> • NBI Clearance • Police Clearance • Publication • Employer’s Clearance (if employed), all documents required for correction of clerical error. 	National Bureau of Investigation Polillo Municipal Police Station
For RA 10172 (Change of Gender and Month and Date of Birth) <ul style="list-style-type: none"> • Latest Medical Record / Medical Certificate from Government Doctors Assigned in this Municipality that the client has not undergone sex transplant and all documents required for change of first name. 	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures checklist of documents at the MCR office	1.1 Lists all the requirements needed	None	3 minutes	HARLY MAY C. FLORES Admin. Aide VI DEVINA A. BALUTAN Admin. Aide III ANGELINE A. PANLILIO JO Clerk
2. Client submits all the required documents and provide the necessary information during the interview.	2.1 Reviews the documents submitted	None	3 minutes	PABLITO P. PUCHERO Admin. Officer
3. Client pays the corresponding fees at the MTO		Php1,000.00 filing fee for clerical/typographical error Php3,000.00 filing fee for change of first name/nickname Php 500.00 for Migrant Petition	GAP	Collection Officer
4. Client returns to the MCR office and presents the official receipt.	4.1 Prepare the petition and sign the document		20 minutes	HARLY MAY C. FLORES Admin. Aide VI PABLITO P. PUCHERO Admin. Officer ENGR. SAMUEL M. SARDUA Civil Registrar
5. Client returns to the MCR office and claim the approved petition (MCR Level) on the appointed date.			3 minutes	
6. Client mails the approved petition to the office of the Civil Registrar General, NSO, Quezon City.				
7. Client follows-up results at the MCR office after 3 to 6 months for the issuance of the Certificate of Finality.				
8. Client mails again to the PSA, EASTAVE. QUEZON CITY, the Certificate of Finality, annotated COLB and endorsement letter.				
9. Client follows-up COLB on Security Paper (SECPA) after 3 days from the date of mailing at PSA				

QUEZON CITY, bringing the Certificate of Finality, annotated COLB and receipt of the courier/forwarder.				
TOTAL:			30 minutes/3 to 6 months processing period	