



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES





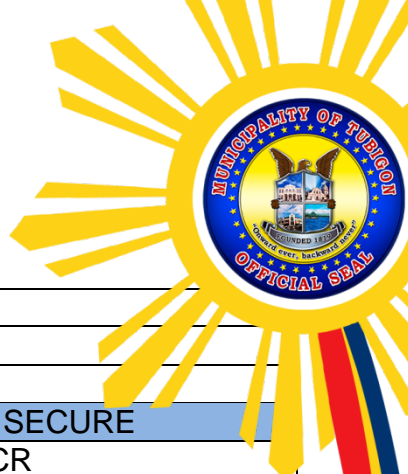
1. REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB) AND CERTIFICATE OF MARRIAGE

- The birth to a child, being a vital event of a person shall be registered within 30 days from the time of birth as the Local Civil Registrar of the city/municipality where the birth occurred.
- For ordinary marriage, the certificate of marriage shall be registered within 15 days from the date of marriage; while marriage exempt from marriage license, the prescribed period of registration is within 30 days.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registration of Birth a) Certificate of Live Birth (COLB) b) Marriage Certificate of the parents c) Authorization letter if authorized representative d) ID's of the person giving authority & authorized representative 2.Registration of Marriage a) Certificate of Marriage (COM) b) Authorization letter if authorized representative c) ID's of the person giving authority & authorized representative		LCR		
CLIENTS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Approach employee in charge	Review & evaluate as to the completeness of the documents	None	10 minutes	Rose Dianne Jeaneeva Mae
2. wait while the document is being reviewed	Advice to return for the owner's copy		After 5 working days	
3.Ask for the his/her owner's copy	Release the certificate of live birth/marriage certificate	None	5 minutes	Rose Dianne Jeaneeva Mae
TOTAL:		None	5 days & 20 min	

2. REGISTRATION OF CERTIFICATE OF DEATH (COD)

- It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.



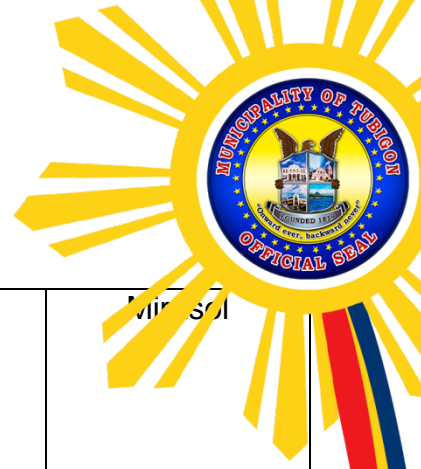
	LOCAL CIVIL REGISTRAR			
	SIMPLE			
	G2C – Government to public clients			
	WHERE TO SECURE			
	LCR			
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review & evaluate as to the completeness of the documents	None	15 mins.	Rose Dianne Jeaneeva Mae
	Releasing of owner's copy			
		None	15 minutes	

NOTE: The owner's copy will be given right away or client be advice to return if the MCR is not available for her signature.

3. DELAYED REGISTRATION OF BIRTH (COLB), MARRIAGE(COM) AND DEATH (COD)

-It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
	WHERE TO SECURE			
CHECKLIST OF REQUIREMENTS				
1. Negative result from PSA 2. Joint Affidavit of two disinterested persons w/ Corroboration 3. Baptismal Cert./Cert. of Dedication 4. Marriage/Death Certificate from the church 5. School record/Voter's Cert./SSS/GSIS or any Public documents 6. Immunization card 7. Barangay certification 8. Authorization letter if authorized representative 9. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach	Review & evaluate as to the		30 mins.	Rose Dianne



<p>employee in charge and present the documents</p> <p>Wait while the document is being reviewed</p> <p>Present O.R. & wait while the document is being process for signature</p>	<p>completeness of the documents</p> <p>Verify if no records on file</p> <p>Order the client to pay the corresponding fees @ the MTO:</p> <p>0-15 yrs. old 150 16-20 yrs old 250 21 yrs old & above 350 Subscription fee 100 Secretary's fee 60</p> <p>If client wants PSA copy: - Endorsement fee 100 - Breqs service fee 200 - SECPA 155 - Mailing</p> <p>Process the documents</p> <p>Let the client affixed his/her signature on the document</p> <p>Advice client to be back after posting for his/her file</p>			<p>Minsol</p> <p>MTO</p> <p>JRS/J&T/ LBC</p>
<p>2. Ask for his/her owner's copy</p>	<p>Release of the owner's copy & client affixed his/her signature in the logbook</p>			
TOTAL:		None	12 days & 30 mins.	

- NOTE: 1. Owner's copy will be released on the 2nd working day after the 10 days posting
2. Waiting time for the SECPA is one to two months after endorsement or depending the action taken by the PSA
3. Mailing is subject to change without prior notice by the courier



4. OUT OF TOWN DELAYED REGISTRATION OF BIRTH & MARRIAGE

-For birth & marriage occurred outside Tubigon

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. PSA negative result 2. Baptismal/Certificate of Dedication 3. Affidavit of Out of town delayed registration w/ corroboration 4. Immunization card 5. Voter's Certification/School record/SSS 6. Marriage Certificate from the church 7. Barangay Certification 8. Or any public documents 9. Authorization letter if authorized representative 10. ID's of the person who give authority and the authorized person 		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Review & evaluate the documents	100	5 minutes	Mirasol
Wait while the document is being reviewed	Advice client to pay for the service fee		30 minutes	MTO
	Prepare the Certificate of Live Birth(COLB)/Certificate of Marriage(COM) for the clients signature & review			Rose Diann
	Advice client to make follow up or wait for our txt msge for his/her file from the receiving Local Civil Registry Office			
TOTAL:		100	35 minutes	

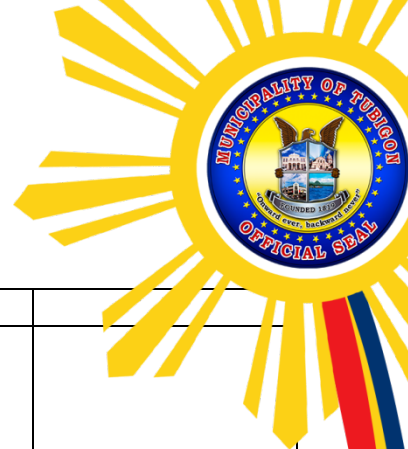


NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar
 Waiting period depends on the action of the concerned MCR

3. APPLICATION FOR LEGITIMATION OF CHILD & RA 9255

-- Illegitimate child can use the surname of the father

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth 2. Affidavit of Acknowledgment/Admission of Paternity 3. Joint Affidavit of Legitimation of Child 4. Affidavit to Use the Surname of the Father (AUSF) - signed by the mother if the child is 0-7 yrs old - signed the child w/ attestation of the mother for 8-17 yrs - signed by the child w/o attestation of the mother for 18 yrs old 5. Marriage Certificate of the parents 6. Advisory on Marriage of the Parents 7. Handwritten document 8. Or Any public documents showing affiliation of the child 9. CTC		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Review & evaluate as to the completeness of the supporting documents Verify record on file		10 minutes	Grace
2.	Order client to pay at the MTO: -Legitimation fee/RA 9255 -Secretary's fee (2) Additonall fees for SECPA: - endorsement fee - Mailing - Breqs service fee - SECPA(PSA) Prepare additional supporting documents for clients signature	300 120 100 90 200 155	15 minutes	MTO Personnel Grace



3. Present O.R.	Client affix his/her signature Inform client to come back after 1-2 mos for his SECPA		2 mos.	
TOTAL:			2 mos.& 25 mins	

NOTE: Waiting time may vary depending on the action of the PSA.

4. ENDORSEMENT OF CIVIL REGISTRAY DOCUMENTS TO THE PSA

- For those who have no record at the Philippine Statistics Authority & for the issuance of Security Paper (SECPA)

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative result 2. Authorization letter if authorized representative 3. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge	Check record on file		5 mins.	Rose Dianne Jeaneeva Mae Miraso
Fill up information sheet	If positive order client to pay the required fees Endorsement fee BREQS service fee Add'tl fee for SECPA:(PSA) (Acknowledgment receipt)	100 200 155	15 mins.	MTO
2. Present O.R.	Advice client to wait for our text message or make follow up for the SECPA		2 mos.	
TOTAL:			2mos.& 20mins	

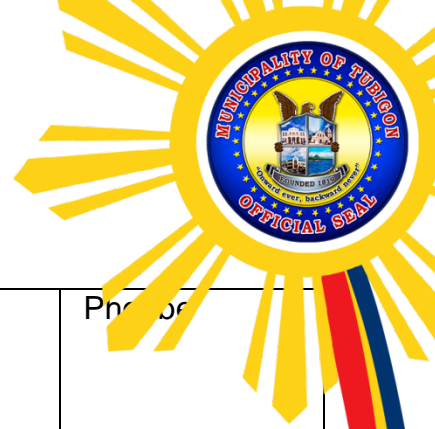
5. APPLICATION FOR CHANGE OF FIRST NAME & CORRECTION OF CLERICAL ERROR

RA 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in the entry and or change of first



name in the civil registrar without need of judicial order. It is aim to an expeditious and cheaper way of correcting errors found in the civil registry documents.

Office or Division:	LOCAL CIVIL REGISTRAR																					
Classification:	HIGHLY TECHNICAL																					
Type of Transaction:	G2c – Government to public clients																					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE																				
<p>CHANGE OF FIRST NAME (CFN):</p> <ol style="list-style-type: none"> PSA copy of birth/marriage/death Any (3) of the following: <table border="0"> <tr> <td>a) Baptismal Certificate</td> <td>e) Medical record</td> </tr> <tr> <td>b) Voter's affidavit</td> <td>f) Business record</td> </tr> <tr> <td>c) Employment record</td> <td>g) Marriage certificate</td> </tr> <tr> <td>d) GSIS/SSS record</td> <td>i) School record</td> </tr> </table> Employer's certification w/ no pending case or Affidavit Of unemployment with no pending case NBI clearance Police clearance CTC (Petitioner) Proof of publication SPA/Authorization letter if authorized representative ID's of the person who give authority and the authorized person <p>CORRECTION OF CLERICAL ERROR (CCE):</p> <ol style="list-style-type: none"> PSA copy of birth/marriage/death Any (3) of the following: <table border="0"> <tr> <td>a) Baptismal certificate</td> <td>f) NBI clearance</td> </tr> <tr> <td>b) Voter's registration record</td> <td>g) Medical record</td> </tr> <tr> <td>c) Employment record</td> <td>h) Business record</td> </tr> <tr> <td>d) GSIS/SSS record</td> <td>i) School record</td> </tr> <tr> <td>e) Marriage certificate</td> <td>j) Police clearance</td> </tr> </table> <p>Additional requirements if middle or last name to be corrected;</p> <ol style="list-style-type: none"> Birth certificate of the mother/father Marriage certificate of the parents Birth certificate of siblings SPA/Authorization letter if authorized representative ID's of the person who give authority and the authorized person 		a) Baptismal Certificate	e) Medical record	b) Voter's affidavit	f) Business record	c) Employment record	g) Marriage certificate	d) GSIS/SSS record	i) School record	a) Baptismal certificate	f) NBI clearance	b) Voter's registration record	g) Medical record	c) Employment record	h) Business record	d) GSIS/SSS record	i) School record	e) Marriage certificate	j) Police clearance	LCR		
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c) Employment record	g) Marriage certificate																					
d) GSIS/SSS record	i) School record																					
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b) Voter's registration record	g) Medical record																					
c) Employment record	h) Business record																					
d) GSIS/SSS record	i) School record																					
e) Marriage certificate	j) Police clearance																					
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL																		



1. Approach Employee in charge & present all the supporting documents 2. Wait	Review documents presented and check record on file Prepare Petition for CFN/CCE		30 mins.	Ph...
3. Publication for Change of First Name (CFN)				
	Advice client to pay @ MTO : Filing fee for CFN CCE LCR subscription fee Endorsement fee BREQS service fee PSA for SECPA Mailing for Affirmation Mailing for SECPA	3,000 1,000 100 100 200 150 200 155	10 mins.	MTO personnel JRS/LBC/J&T
4. Present O.R.	Inform client of the posting period & endorsement be done after posting. Advice client to make follow up 6-7 mos. for the SECPA		10 days 7 mos.	
TOTAL:			7 mos., 10 days & 40 mins	

NOTE: Waiting time may vary upon the PSA's action.

6. APPLICATION FOR CORRECTION OF GENDER & DATE OF BIRTH(MONTH & DATE ONLY)

-RA 10172 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in an entry on gender and date of birth(month & date only) in the civil registrar without need of a judicial order. It is aimed to an expeditious and cheaper way of correcting errors found in the civil registry documents.

Office or Division:	LOCAL CIVIL REGISTRAR
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2C – Government to public clients
CHECKLIST OF REQUIREMENTS	
1. PSA of the Birth Certificate 2. Any (3) of the following a) Baptismal certificate	WHERE TO SECURE LCR



b) Voter's registration record g) Medical record c) Employment record h) Business record d) GSIS/SSS record i) School record e) Marriage certificate 3. Medical certification issued by MHO 4. Earliest School Record 5. Employer's certification w/ no pending case or Affidavit Of unemployment with no pending case 6. NBI clearance 7. Police clearance 8. CTC (Petitioner) 9. Proof of publication				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & present all the necessary documents	Interview, & check the documents as to the completeness & consistency Verify records on file		10 mins.	Phoebe
2. Wait while the document is being processed	Prepare the Petition		20 mins.	
3. Publication				
4. Present Affidavit of publication & clippings	Advice client to pay @ MTO: Filing fee LCR subscription fee Endorsement fee Mailing for affirmation Mailing for issuance of secpa BREQS service fee PSA for SECPA	3,000 100 100 105 105 200 155	10 mins.	MTO Personnel JRS, LBC, J&T
Present O.R.	Inform client for the posting period & endorsement be done after posting Advice client to make follow up for the SECPA		10 days 7 mos.	MTO PSA
TOTAL:		None	7 mos., 10 days & 40 mins.	

NOTE: Waiting time may vary depending to the action by the PSA.



Mailing				
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & present all the documents Wait while the document is being reviewed	Review & evaluate the documents Advice client to pay : Migrant petition – CFN - CCE Mailing Prepare the documents for his/her signature	1,000 500 105	10 minutes 20 mins.	Phoebe MTO JRS/LBC/J&T
2. Publication for CFN				
3. For CCE Client present the O.R.	Inform client of the posting period Endorsement follow after posting Advice client to wait for our txt msg or make follow up		10 days 2 days	Phoebe
TOTAL:			12 days & 30 minutes	

NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar
 Waiting period depends on the action of the concerned MCR

8. APPLICATION FOR SUPPLEMENTAL REPORT

-- This is to supply information inadvertently omitted when the document was registered.

Office or Division:	LOCAL CIVIL REGISTRAR
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2C – Government to public clients
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of the Certificate of Live Birth/Death/Marriage 2. Affidavit of Supplemental Report	LCR



3. At least one supporting documents showing the missing entry
4. Authorization letter if authorized representative
5. ID's of the person who give authority and the authorized person
Fees: Supplemental fee 100
Secretary's fee 60
Endorsement fee 100
Mailing 105
Breqs service fee 200
PSA for SECPA 155

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & submit documents	Check & review as to the completeness of the documents	100	5 mins.	Grace
	Advice client to pay the LCR service fee		10 mins.	MTO
2. Present O.R.	Advice client to wait for our txt msge or make follow up for the approval from PSA & SECPA		2 mos.	
3. Release of SECPA				Mirasol
TOTAL:			2 mos. & 15 minutes	

NOTE: Waiting time for the SECPA may vary depending on the action taken by PSA

9. OUT OF TOWN APPLICATION FOR LEGITIMATION, RA 9255 & SUPPLEMENTAL REPORT

Office or Division:	LOCAL CIVIL REGISTRAR
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2C – Government to public clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of the Certificate of Live Birth/Death/Marriage 2. AffidAVIT of Aknowledgment/Admission of Paternity 3. Joint Affidavit of Legitimation of Child 4. Marriage Certificate 5. Affidavit to use the surname of the father 6. Baptismal Cert. or any documents showing affiliation of the child 7. Affidavit of Supplemental Report 8. CTC	LCR

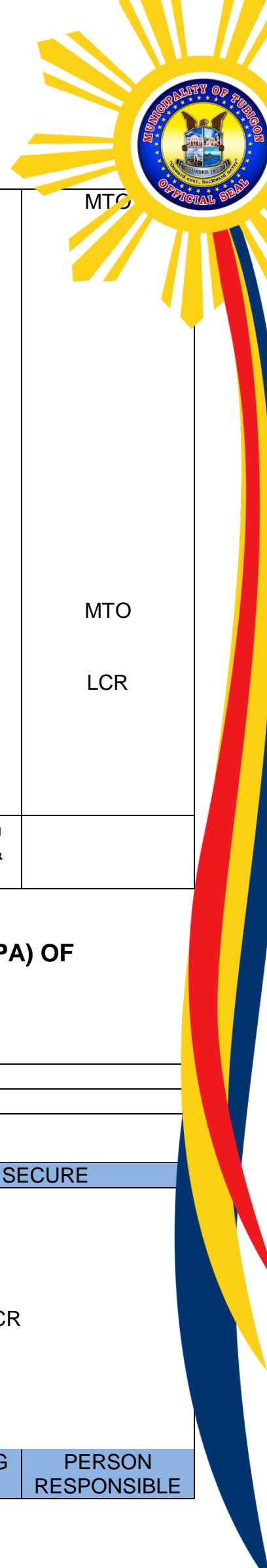


Fees: Service fee 100 Incidental fees of the receiving LCR Mailing				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & submit documents	Check & review as to the completeness of the documents	100	15 mins.	Grace
Present O.R.	Advice client to pay LCR service fee @ MTO Advice client to wait for our txt msge or make follow up for the approved application from the receiving LCR		2 mos.	MTO
TOTAL:		None	2 mos. & 15 minutes	

NOTE: Waiting time for the approved application may vary from the action taken by the receiving MCR.

10. ISSUANCE OF BIRTH, MARRIAGE & DEATH CERTIFICATE OR CERTIFIED TRUE COPY (LOCAL)

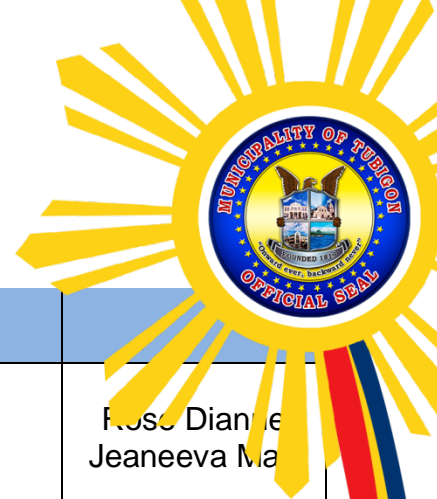
Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative Fees: Certification fee 60.00 BREQS service fee 200.00 PSA for SECPA 155.00		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Check/retrieve record on file		10 mins.	Rose Dianne Jeaneeva Mae



2. Wait while record is being verified	If positive order client to pay @ the MTO While waiting for the O.R. the EIC prepared the requested document	60.00	10 mins.	MTO
3. Present O.R.	Verifier & MCR affixed their signature Release the document If record is not available, advice client to request the document at PSA. If negative, advice client to file for delayed/late registration			
4. Fill up application form for SECPA	Order payment for BREQS service fee	200		MTO
5. Present O.R.	Review/issue acknowledgment receipt for pymt to PSA Advice client to come back for his SECPA	155	10 min. 15 days	LCR
TOTAL:		None	Positive:20min Neg. 15days & 10 mins.	

11. ISSUANCE OF CENOMAR & SECURITY PAPER(SECPA) OF BIRTH, DEATH & MARRIAGE CERTIFICATE

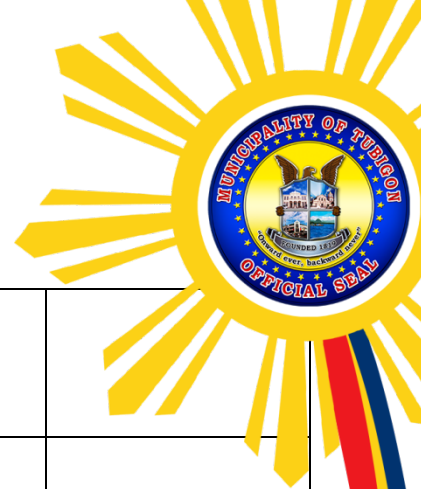
Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative Fees: BREQS service fee 200.00 SECPA (Birth, Marriage & Death) 155.00 CENOMAR 210.00			LCR	
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Approach employee in charge & fill-up application form	Check if all the given information are correct Advice client to pay the service fee Issue acknowledgment receipt for payment of the SECPA	200 155	20 mins.	Rose Diane Jeaneva Ma MTO
2. Present O.R.	Advice client to wait for our txt msg or make follow up		15 days	PSA
3. Releasing of the SECPA	Client affixed his/her signature as claimant		5 mins.	LCR personnel
TOTAL:		None	15 days & 25 minutes	

12. ENDORSEMENT OF AMENDED/ANNOTATED CIVIL REGISTRATION DOCUMENTS WITH COURT ORDER

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court Decision 2. Certificate of Finality 3. Certificate of Registration, Certificate of Authenticity Signed by the city civil registrar where the court exist. 4. Authorization letter 5. ID's of the person giving authority and the authorized Person Fees : Endorsement fee 100 BREQS service fee 200 Mailing		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit	Check the documents submitted		15 mins.	Grace



documents	Retrieve document on file			
2.	Order client to pay the prescribed fees: Endorsement fee BREQS service fee Mailing	100 200	10 mins	MTO LBC/J&T/JRS
3. Present O.R.	Advice client to wait for our text message or make follow up for the SECPA		2 mos.	
TOTAL:			2mos.& 30mins	

NOTE: Waiting time may vary depending on the action of the PSA

13. APPLICATION FOR MARRIAGE LICENSE

Office or Division:	LOCAL CIVIL REGISTRAR	
Classification:	HIGHLY TECHNICAL	
Type of Transaction:	G2C – Government to public clients	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. CENOMAR(both parties) 2. Birth Certificate (both parties) 3. Pre-Marriage Counselling 4. Parents consent if contracting party's between the age Of 18-21 years old 5. Parents advice if contracting party's between the age Of 21-25 years old 6. Legal guardian declared by the court if both parents are Not available 7. Death certificate if one of the contracting party is Widow/widower</p> <p>If one of the contracting party is a foreigner:</p> <ol style="list-style-type: none">1. Legal capacity to contract marriage in the Philippines2. Divorce papers if divorcee <p>If contracting parties are living together for more than 5 years and want to apply for a marriage license thru Art. 34:</p> <ol style="list-style-type: none">1. Affidavit of cohabitation notarized by a lawyer <p>Requirements in claiming the marriage license if authorized representative:</p> <ol style="list-style-type: none">1. Authorization letter2. ID's of the person giving authority and authorized Representative <p>Fees : Application fee 600 Marriage counselling 150</p>	LCR	



Marriage license	200
CENOMAR(both parties)	820
Solemnization fee if solemnized By the Mayor	600

CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit documents	Check the documents submitted Give application form		10 mins.	Rose Dianne
2. Fill-up application form				