

OFFICE OF THE CITY CIVIL REGISTRAR

LOCATION: 1st Floor, New Government Center, Bacolod City

Phone No: (034) 435-4790

The Office of the City Civil Registrar generally takes charge of the implementation of the Civil Registration Program based on the Civil Registry Laws, Civil Code and other pertinent laws, rules and regulations issued.

Specifically, the office records, safe keeps and issues birth and death certificate, marriage license and coordinates with the National Statistics Office in conducting educational campaign for vital registration and assists in the preparation of demographics and other statistics for the City.

► **SCHEDULE OF SERVICE AVAILABILITY:**

- **Monday to Friday, 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm**

Registration of Birth, Marriage and Death is Free of Charge.

Request for Certified True copies - ₱ 50.00 per copy

1. Registration of Birth

Certificate of Live Birth (COLB) is the prescribed form used for the declaration of facts and circumstances surrounding the birth of a person for purposes of registration.

Office or Division:	BIRTH Division
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	All Civil Registry Document owners or their authorize representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Negative Result - LCRO • Negative Result - PSA • Baptismal • Growth Chart (2012 up to present) • Marriage Cert. Of Parents if: <ul style="list-style-type: none"> A. Married before giving Birth B. Birth Cert. Of siblings (only 1) • SSS form E1 or E4 • Philhealth / MDR • School Form 137 - Elem. High Sch. And College • Voter's Cert. - COMELEC • Cedula and Valid ID's • In the clearance of next of kin, letter of authority and valid ID 	<p>Local Civil Registrars Office</p> <p>Philippine Statistics Office</p> <p>Church</p> <p>City Health / Brgy. Hall</p> <p>SSS</p>

Philhealth School Comelec Any Government Issued ID/Company ID Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>ON-TIME REGISTRATION</u>				
⇒ <u>Hospital Deliveries</u> 1. Hospital submits consolidated Certificate of Live Birth	1.1 Check, review of completeness and signature of officers for approval	None	30 mins.	JERRYLYN F. LOPEZ Asst. Registration Officer
	1.2 Assign registration number.		5 mins.	
2. Claim file copy.	2. Release copy of document. - Original - Certified True Copy	None PHP50.00	5 days	
TOTAL		PHP50.00	5 days and 35 mins.	
⇒ <u>Home Deliveries</u> 1. Client together with traditional midwife submits supporting documents.	1. Check supporting documents.	None	5 mins	

<p>2. Client and traditional midwife undergoes interview</p> <p>3. Pay service fee</p> <p>4. Claim copy.</p>	<p>2. Interview applicant.</p> <p>3. Preparation of Certificate of Live Birth</p> <p>3.1 Signature of officers for approval</p> <p>3.2 Assign registration number.</p> <p>4. Release clients copy.</p> <ul style="list-style-type: none"> - Original - Certified Copy 	<p>PHP20.00</p> <p>None</p> <p>None PHP50.00 (for Certified True Copy)</p>	<p>45 mins.</p> <p>20 mins.</p> <p>3 days</p>	<p>JERELYN F. LOPEZ Asst. Registration Officer</p>
TOTAL		PHP70.00	3 days, 1 hour, and 10 mins.	

<p><u>DELAYED / LATE REGISTRATION</u></p> <p>⇒ <u>Hospital Deliveries</u></p> <p>1. Clients submits consolidated Certificate of Live Birth</p> <p>2. Claim copy.</p>	<p>1.1 Check and receive supporting documents for registration.</p> <p>1.2 Post for 10 days</p> <p>1.3 Signature of officer for approval of documents</p> <p>1.4 Assign registration number.</p> <p>2. Release registered documents.</p>	<p>none</p> <p>none</p>	<p>15 mins.</p> <p>10 days</p> <p>30 mins.</p> <p>15 mins.</p>	<p>MEMIA Q. GRABILLO Asst. Registration Officer</p>
TOTAL		None	10 days and 1 hour	
<p>⇒ <u>Home Deliveries</u></p> <p>1. Client together with traditional midwife submits supporting documents: - Notarization / Administer of Oath for Civil Registration purposes only.</p> <p>2. Pay service fee</p> <p>3. Client and midwife undergo interview.</p>	<p>1. Check and received supporting documents of the applicant.</p> <p>2. Charge service fee</p>	<p>none</p> <p>PHP20.00</p>	<p>10 mins.</p>	

4. Receive registered document.	3.1 Interview client and type Certificate of Live Birth.	None	30-45 mins.	MEMIA Q. GRABILLO Asst. Registration Officer
	3.2 Approval of documents submitted.	None	15 mins.	
	3.3 Assign registry number.	None	15 mins.	
	3.4 Post for 10 days.	None	10 days	
	4. Release registered documents.	none	15 mins.	
TOTAL		PHP20.00	10 days, 1 hour, and 30 mins.	
⇒ <u>Hospital Delivery/Walk-in Delivery (For unmarried clients)</u> 1.1 Pay Registration fee	1.1 Check to make sure that documents are notarized and complete. (Registration for Affidavit to use the surname of the father for not married parents.) 1.2 Prepare Certification	None PHP20.00	15 mins. 45 mins.	MEMIA Q. GRABILLO Asst. Registration Officer

2. Claim copy.	1.3 For signature of supervisor and approval 1.4 assign registry no. 2. Release clients copy. - Original - Certified Copy	None PHP50.00	15 mins.	
TOTAL:		None (for original copy) PHP50 CTC P20.00 service fee	1 hr and 15 mins.	

2.Registration of Marriage

Certificate of Marriage (COM) is used to record information pertaining to the marriage of the contracting parties. It contains information regarding the groom and the bride.

Office or Division:	MARRIAGE Division	
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

<ul style="list-style-type: none"> • CENOMAR (PSA) • Birth Cert. Or Baptismal • Valid ID • Cedula <ul style="list-style-type: none"> ▪ Age 18 to 20 bring Father with valid ID, if deceased submit Death Cert. And let mother sign consent with valid ID ▪ Age 21 to 24 bring parents with valid ID (Death Cert. Of deceased parents) ▪ Affidavit of Guardianship with valid ID • In the clearance of next of kin, letter of authority and valid ID 	PSA CCRO Any Government Issued ID/Company ID City Treasurer Notary Public			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
⇒ <u>APPLICATION FOR MARRIAGE LICENSE</u> 1. Clients submit requirements for application of marriage license. 2. Clients undergo interview. 2.1 Fill up application 2.2 Pay for application of marriage license, pre-marital counselling, and marriage license 3. Clients attend pre-marital counseling.	1. Check and receive documents. 2. Interview applicants. 3. POP-Com conducts pre-marital counseling	None none none P100 -Application for Marriage License P150 -Other partner reside outside Bacolod P150 -Marriage Counselling P50 -For Marriage License	5 mins. 10 mins, 4 hrs. (Depends upon the volume of the applicants)	NENITA SOTARIDONA Clerk II POPCOM, DSSD and City Health

<p>4. Receives Marriage License.</p>	<p>3.1 Prepare application and marriage license.</p> <p>3.2 Signs and approves Application of Marriage License</p> <p>3.4 Posting of application for 10 days.</p> <p>4. Release of Marriage License on the 11th day upon submission</p>		<p>15 mins.</p> <p>15 mins.</p> <p>10 days</p> <p>10 mins.</p>	<p>NENITA SOTARIDONA Clerk II</p> <p>ATTY. HERMILO B. PA-OYON City Civil Registrar</p> <p>NENITA SOTARIDONA Clerk II</p> <p>MILAGROS V. BARCOMA Registration Officer IV</p>
TOTAL		PHP450.00	10 days, 4 hours, and 50 mins.	
<p>⇒ <u>REGISTRATION OF CERTIFICATE OF MARRIAGE</u></p> <p>1. Applicants submit required documents.</p>	<p>1. Receive and check Certificate of Marriage from Church and Court.</p> <p>1.1 Signature of supervisor for approval of document.</p>	None	5 mins	<p>NENITA SOTARIDONA Clerk II</p> <p>MILAGROS V. BARCOMA Registration Officer IV</p>

<p>2. Receives Marriage Certificate.</p> <ul style="list-style-type: none"> • Submission of marriage contract should not exceed more than 15 days upon date of marriage (couple applied with Marriage License) • For Article 34 (couple who are living together for more than 5 year) submission of marriage contract duly notarized at the back of the document, attached affidavit of cohabitation, and should not exceed more than 30 days upon date of marriage. 	<p>1.2 Assign registry number.</p> <p>2. Release Marriage Certificate</p>		<p>10 mins</p> <p>2 days</p>	
TOTAL		None	2 days and 15 mins.	
<p>⇒ <u>FOR DELAYED / LATE REGISTRATION</u></p> <p>1. Submission of Documents - Notarization / Administer of Oath for Civil Registration purposes only.</p>	<p>1. Receives and checks documents submitted.</p> <p>1.2 For signature of supervisor and for Approval of the documents</p> <p>1.3 Post for 10 days</p> <p>1.4 Assign registry number</p>	None	<p>5 mins</p> <p>10 mins</p> <p>10 days</p>	<p style="text-align: center;">NENITA SOTARIDONA Clerk II</p> <p style="text-align: center;">MILAGROS V. BARCOMA Registration Officer IV</p>

2. Receives documents.	2. Release registered document on the 11 th day	None	10 mins.	
TOTAL		None	40 mins.	

3.Registration of Death

Certificate of Death (COD) is a record of vital information on the identity of the deceased.

Office or Division:	DEATH Division
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	All Civil Registry Document owners or their authorize representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Barangay certification and Dead on Arrival (if brought to the hospital) • Nearest kin to sign as INFORMANT • Valid ID of nearest Kin • In the clearance of next of kin, letter of authority and valid ID • Death Certificate <ul style="list-style-type: none"> - Death at home - Death in hospital <p>*Death Certificate should be signed by:</p> <ul style="list-style-type: none"> - Funeral Parlor (Embalmer) - City Health (for review of cause death) - BPLO (for burial permit and transfer of cadaver) 	Barangay Hall Any Government Issued ID/Company ID Notary Public City Health Office Hospital of death

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>DEATHS AT HOME AND DEATHS IN HOSPITALS</p> <p>1. Submit death certificate: - prepared by CHO if death at home - prepared by hospital if death in hospital **Death Certificate should be completely signed by:</p> <ul style="list-style-type: none"> - Funeral Parlor (Embalmer) - City Health (for review of cause death) - BPLO (for burial permit and transfer of cadaver) <p>2. Claim file copy. Request certified true copy if needed.</p>	<p>1. Receive and check Certificate of Death submitted. 1.2 Review documents. 1.3 For signature of supervisor and for approval of document 1.4 Assign registry number</p> <p>2. Release client's copy.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None (for original copy) PHP50.00 (CTC)</p>	<p>10 mins</p> <p>1 hour</p> <p>1 hour</p> <p>20 mins</p>	<p>JEAN Y. DE LA CRUZ Registration Officer III</p> <p>MILAGROS V. BARCOMA Registration Officer IV</p>
TOTAL		<p>None (for original copy) PHP50.00 (CTC)</p>	<p>2 hours and 3 mins.</p>	

FOR DELAYED / LATE REGISTRATION 1. Client submits documents: (Notarization / Administer of Oath for Civil Registration purposes only.) 2. Claim copy	1. Checking and Approval of the documents submitted	None	15 mins.	JEAN Y. DE LA CRUZ Registration Officer III MILAGROS V. BARCOMA Registration Officer IV
	1.2 Signature of supervisors for approval of documents	None	15 mins.	
	1.3 Assign registry number	None	5 mins.	
	1.4 Post for 10 days.	None	10 days	
	2. Release registered document on the 11 th day.	none	15 mins.	
TOTAL		None	1 hour	

4.Request for Certified True Copy of Documents

Clients may request for Certified True Copy of documents Marriage, Birth, Death, and other documents related to Civil Registration.

Office or Division:	OCCR			
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request form			Local Civil Registrar's Office (Window 1, 2, and 3)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Client submits form for request of Certified True Copy.	1. Receive request.	P50/copy	2 hours	ATTY.HERMILO B. PA-OYON City Civil Registrar
2. Pay fee.	2. Certify document.		15 mins.	MILAGROS V. BARCOMA Reg. Off. IV
3. Receive requested documents.	3. Release Certified True Copy of requested document.			JEAN Y. DE LA CRUZ Reg. Off. III
TOTAL		None	2 hrs. 15 mins.	MARY JOELYN T. BARREDO Reg. Off. II

5. PETITION FOR CORRECTION

To err is human as the saying goes, that is why our legislative passed into law R.A. 9048 and R.A. 10172. Through this legislation, our constituents are given the chance to have clerical or typographical errors in Birth Certificates, Marriage Certificates and Death Certificates corrected. Likewise, under Judicial decisions are being annotated in the Civil Registrar documents of the document owner.

Office or Division:	OCCR
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS FOR R.A 9048 / 10172	WHERE TO SECURE
⇒ <u>For Petition for CORRECTION of CLERICAL ERROR of DEATH CERTIFICATE</u> <ul style="list-style-type: none"> • DEATH CERTIFICATE to be CORRECTED (CCR & OCRG Copies) • DECEASED BIRTH CERTIFICATE <ul style="list-style-type: none"> Any of the ff: - Baptismal - Passport - Voter's Affidavit 	Church DFA Comelec SSS

<ul style="list-style-type: none"> - SSS Record - School Record - Driver's License - Marriage Certificate <ul style="list-style-type: none"> • Birth Certificate of parents of deceased • Birth Certificate or Baptismal Certificate of siblings or children of deceased. • If Registered Late - Add any 2 of the ff: <ul style="list-style-type: none"> - Baptismal - Voter's Affidavit - SSS/GSIS Record - BIR Record - Passport - Passbook - Driver's License - Insurance Policy - If Deceased - Death Certificate 	<p>School LTO</p> <p>Church Comelec SSS/GSIS BIR DFA</p> <p>LTO</p>
<p>⇒ <u>Petition for CORRECTION of CLERICAL ERROR of MARRIAGE CERTIFICATE</u></p> <ul style="list-style-type: none"> • MARRIAGE CERTIFICATE to be CORRECTED (CCR & OCRG Copies) • Birth Certificate of Husband/Wife And any 2 of the ff: <ul style="list-style-type: none"> - Baptismal - Passport - Voter's Affidavit - SSS Record - School Record - Driver's License • Marriage Contract of parents • Documents of parents of husband/wife If Registered On Time: <ul style="list-style-type: none"> - Birth Certificate If Registered Late - Add any 2 of the ff: <ul style="list-style-type: none"> - Baptismal - Voter's Affidavit - SSS/GSIS Record - BIR Record - Passport License - Driver's License - Insurance Policy - If Deceased - DEATH CERTIFICATE • Birth Certificate or Baptismal Certificate of siblings 	<p>Church DFA Comelec SSS School LTO</p> <p>Church Comelec SSS/GSIS BIR DFA LTO</p>

⇒ **Petition for CORRECTION of CLERICAL ERROR of BIRTH CERTIFICATE**

- **CHILD**

- Birth Certificate to be CORRECTED (CCR & OCRG copies)

Any 2 of the ff:

- Baptismal
- Passport
- Voter's Affidavit
- SSS Record
- School Record
- Driver's License

Church
DFA
Comelec
SSS
School
LTO

PSA

- **PARENTS of client**

- Marriage Contract

- **FATHER / MOTHER of client**

If Registered On Time:

- Birth Certificate

If Registered Late - Add any 2 of the ff:

- Baptismal
- Voter's Affidavit
- SSS/GSIS Record
- BIR Record
- Passport
- Passbook
- Driver's License
- Insurance Policy
- If Deceased - Death Certificate

PSA

Church
Comelec
SSS/GSIS
BIR
DFA

LTO

PSA

Church

- **BROTHERS / SISTERS of client (Any of the ff:)**

- Birth Certificate
- Baptismal Certificate

⇒ **Petition for CHANGE of FIRST NAME**

- A. If Employed - Certificate of Employment
- B. If Self Employed - Business Permit
- C. If Not Employed - Affidavit of Non-Employed
- D. If Student - Certification that he/she is officially enrolled

- Baptismal
- Parent's Marriage Contract
- Affidavit of Publication
 - From the Publisher & 6 Copies of newspaper clippings (at least once a week for 2 consecutive weeks)

Church
PSA

Any 2 of the ff:

- Baptismal Certificate

Church
Comelec
School

<ul style="list-style-type: none"> - Voter's Record - School Record - Passport - SSS/GSIS Record - Driver's License - Birth Certificate - to be change (OCRG & CCR Copies) - NBI Clearance - Police Clearance 	<p>DFA SSS/GSIS LTO PSA</p> <p>NBI Police Station 1</p>
<p>⇒ CORRECTION OF SEX/GENDER</p> <ul style="list-style-type: none"> - PSA copy of COLB to be Corrected - LCRO copy of COLB to be Corrected - Affidavit of Publication - Newspaper Clippings - NBI Clearance - Police Clearance - Certificate of Employment or Affidavit of Unemployment /Certificate from school-that he or she is presently enrolled - Baptismal - Medical Record - Earliest School Records Form 137- (Elementary) - Medical Certificate stating that the Petitioner has not undergone or Sex Transplant (Government Doctor) - Parents Marriage Contract 	<p>PSA LCRO</p> <p>NBI Police Station 1</p> <p>Church Physician School</p> <p>Government Doctor</p> <p>PSA</p>
<p>⇒ CORRECTIONS OF DATE OF BIRTH</p> <ul style="list-style-type: none"> - PSA copy of COLB to be Corrected - LCRO copy of COLB to be Corrected - Affidavit of Publication - Newspaper Clippings - NBI Clearance - Police Clearance - Certificate of Employment or affidavit of non employment/certification from school that he or she is presently enrolled - Baptismal Certificate - Medical Records - Earliest School Record Form 137 	<p>PSA LCRO</p> <p>NBI Police Station 1</p> <p>Church Physician School</p>

► **HOW TO AVAIL OF THE SERVICE**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Submit of Civil Registry documents for corrections and it's supporting documents</p>	<p>1.1 Receive and check documents in application for petition of Correction of Clerical Error / Typographical error, Change of First Name, Change of Month and Date of Birth and Sex in the Certificate of Birth, Marriage, and Death.</p> <p>1.2 Mail documents to PSA Manila.</p>	<p>P1000-Clerical Error (Birth, Marriage, Death)</p> <p>P3000-Petition for Change of First Name</p> <p>P3000-Correction of Sex/Gender</p> <p>Approved Petition</p> <p>P350-Single Petition</p> <p>P450-Double Petition</p> <p>P150-Mailing</p>	<p>20 mins.</p> <p>10 days posting period plus 5 days decision by the CCR</p> <p>5 days notice publication</p> <p>2 consecutive weeks publication</p> <p>After publication another 15 days posting</p> <p>After posting mail to Manila for Approval</p>	<p>MARY JOELYN T. BARREDO</p> <p>Registration Officer II</p>
<p style="text-align: center;">TOTAL</p>		<p>Depends on the type of request. See fees posted above.</p>	<p>Republic Act 9048 (Clerical Error Law)</p>	

6. Registration of Legal Instruments

All Legal instruments should be registered within 30 days from the date of execution. It is a sworn statement in form of affidavit which affect the civil status of persons. These acts are executed without an order from the court.

Office or Division:	OCCR
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF LEGAL INSTRUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Affidavit of Acknowledgement ● Affidavit to Use the Surname of the Father ● PSA - Birth Cert. (Child) ● Cedula } Both parents ● ID } ● Baptismal } Child with Father's name ● Growth Chart } ● Affidavit of Legitimation ● PSA - Birth Cert. (Child) ● PSA - Marriage ● PSA - Cenomar } ● Cedula } Both parents ● ID } ● Baptismal - child with Father's name ● Legal Capacity ● Pre-Nuptial Agreement <p>Out of Town Delayed Registration of Birth (Role 20)</p> <p>CHILD</p> <ul style="list-style-type: none"> ● Affidavit of Out of Town delayed registration with 2 witnesses attached ● PSA Negative result ● Baptismal ● Growth Chart ● Marriage Certificate of parents ● Valid ID's - both parents ● Other documents showing the date and place of Child's birth and name of Parents ● CEDULA - both parents <p>ADULT</p>	<p>PSA Barangay/City Treasurer Any Government Issued ID/Company ID Church City Health / Brgy. Hall PSA PSA</p> <p>PSA Barangay/City Treasurer Any Government Issued ID/Company ID Church</p> <p>PSA Church City Health / Brgy. Hall</p> <p>Any Government Issued ID/Company ID City Treasurer</p>

<ul style="list-style-type: none"> • Affidavit of Out of Town delayed registration with 2 witnesses attached • PSA Negative result • Baptismal • Marriage Certificate • Voter's Certification/Validation • Valid ID's • CEDULA • MDR of Philhealth • SSS E1/E4 • COLB of Brother/Sister 	PSA Church Comelec Any Government Issued ID/Company ID City Treasurer Philhealth SSS
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► **HOW TO AVAIL OF THE SERVICE**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
REGISTRATION OF LEGAL INSTRUMENTS 1. Client submits all required documents	1.Receive, check and register: - Affidavit of Admission of Paternity - Affidavit to Use the Surname of the Father - Affidavit of Legitimation	PHP300- Registration of Legal Instrument PHP180- Endorsement PHP50/copy-certified true copy	30 mins.	JEAN Y. DE LA CRUZ Registration Officer III
	2.Prepare for annotation/remar ks of birth certificates	PHP20/copy-supporting documents	1 hour	
	2. Prepare for endorsement.		1 hour	

1. (For Out-of-Town) Client submits all required documents	3. Mailing of documents to PSA, Quezon City	PHP130-LBC mailing	30 mins.	JEAN Y. DE LA CRUZ Registration Officer III
	4. Release of client's copy and proof of transmittal to be presented to PSA after 2-3 months.		30 mins.	
	1. Receive, check, and prepares application for Out-of-Town delayed registration for Bacolod residents who were born outside the city. Other Registrable Legal Instruments		1 hour	
TOTAL		PHP680.00	4 hours and 30 mins.	

7. Registration of Judicial Decrees

Court Decree is a court order which is registrable. It has undergone a hearing and petition approved by competent court.

Office or Division:	OCCR
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical

Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	The General Public
CHECKLIST OF REQUIREMENTS FOR JUDICIAL DECREES	WHERE TO SECURE
<ul style="list-style-type: none"> • CTC Court Order/Decision • CTC Cert. Finality • PSA copy - Birth/Marriage/Death 	- Hall of Justice (Regional Trial Court) - Philippine Statistics Authority

► **HOW TO AVAIL OF THE SERVICE**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
⇒ REGISTRATION OF JUDICIAL DECREES 1. Submission of documents	1. Receive, check, retrieve and register Judicial decrees	P1000- Registration of Judicial Decree P50/copy CTC P20x2/copy of Court Order P180- Endorsement P140-LBC mailing	30 mins.	SHANEE-JEE L. NUÑEZ, MPAG Asst. Registration Officer
TOTAL		PHP1,390.00	30 mins.	
⇒ Out-of-Town 1.Submt communications and out of town late registration of birth	1. Receive incoming and outgoing communication including Out of town delayed registration of	none	1 hour	

	<p>Birth born in Bacolod city and resides outside the city.</p> <p>2. Prepare, answer and endorse supplemental name, negative results, Certified true copies of birth, marriage and death and other pertinent documents for verification.</p> <p>3. Mail documents to designated addresses.</p>			<p>SHANEE-JEE L. NUÑEZ, MPAG Asst. Registration Officer</p>
		P180-Endorsement	1 hour	
		P140-LBC mailing		
TOTAL		P320.00	2 hours	

8. Other Services

Supplemental report 2010-04 No Registry No., Geographical index, Clear Copy, Negative result from PSA and Monthly Report of all Registrable Documents in every 10th of the month to Philippine Statistics Authority.

Office or Division:	OCCR
Classification:	<input checked="" type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS FOR ENDORSEMENT OF DOCUMENTS	
<ul style="list-style-type: none"> • PSA Copy • Birth w/no Name 	PSA
WHERE TO SECURE	

<ul style="list-style-type: none"> • Birth/Marriage w/out Geographical Index • For Clear Copy (Birth/Marriage/Death) • Negative Result (Birth/Marriage/Death) • Affidavit of Supplemental Report • MC 2010-04 w/out Registry No. • In the clearance of next of kin, letter of authority and valid ID 	Notary Public LCRO Notary Public
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► **HOW TO AVAIL OF THE SERVICE**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits required documents as per type of request. 2. Receives requested document if any.	1. Receive and process the documents 1.2 Report to PSA 2. Release documents to client.	P210-Endorsement P140-Mailing	Supplemental - 2 months Negative - 2 months MC 2010-04 - 3 months	ATTY. HERMILO B. PA-OYON CITY Civil Registrar MILAGROS V. BARCOMA Reg. Off. IV
TOTAL		PHP350.00		