

**Office of the Municipal Civil Registrar
External Services**

1. Registration of births for on-time and delayed report, occurred at home, or in clinic.

Registration of Birth Certificate is a basic act to report the occurrence of birth of a child/person for registration in the Local Civil Registry Office where the birth occurred. The Certificate of Live Birth is a proof of person's existence and establish identity.

On-time registration is reporting of birth within thirty (30) days from the time of birth in the Office of the Local Civil Registrar of the city/municipality where the birth occurred.

Delayed registration is reporting of birth beyond thirty (30) days period to the Office of the Local Civil Registrar of the city/municipality where the birth occurred.

Office or Division:	Office of the Local Civil Registrar-Registration Division	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Parents, Document Owner (if Party of Age), Relative (nearest of kin), Birth Attendant, Brgy. Secretary and any Authorized Person.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Immunization Card with 2 photocopies, for birth occurred at home and registered on-time		Owner's copy
2. Payment after assessment (Official Receipt)		Municipal Treasurer's Office
3. Additional requirement for illegitimate children: Notarized Affidavit to Use the Surname of the Father (AUSF) in 5 original copies		Any Notary Public
4. Additional Requirement for birth registered under late registration:		

<ul style="list-style-type: none"> • Notarized Affidavit of delayed registration of birth with corroboration of two(2) witnesses (2 original copies) • PSA Negative Certification(presentation of original & 2 photocopies) • Marriage Certificate of Parents, if applicable (presentation of original & 2 photocopies) • Any two(2) of the following documentary evidences which may show the name of the child, date and place of birth and name of parent/s:(presentation of original & 2 photocopies): <ul style="list-style-type: none"> - Baptismal Certificate - School Records - Old Income Tax Return of the parent/s - Old Medical Records - Other old documents which may prove the occurrence of birth. 	<p>Any Notary Public Philippine Statistics Authority(PSA) Donasco St., Tandag City</p> <p>Church(Place of Baptism) School attended Owner's copy Owner's copy Owner's copy Owners copy</p>
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<p>5. Original valid Identification Card of the Informant and Attendant at Birth and if applicable the acknowledging father and mother.</p>	<p>Owner's copy, Office that issued the Identification card presented.</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Proceed to Public Assistant and counter's Desk (PACD)</p>	<p>1.1 Advise the client to wait to be called.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Officer of the Day</i> <i>Public Assistant and Counter's Desk(PACD)</i></p>
	<p>1.2 Check and validate the requirements.</p>			

<p>2 .and present necessary requirements.</p> <p>Sign in the Clients' Log Book</p>	<p>2.2 Give the Birth Information Sheet for filling-up..</p> <p>2.3 If complete,give billing for payment and advise the client to pay at the Municipal Treasurer's Office</p> <p>2.4 If not complete, return to owner/client for compliance of lacking requirements and advise to submit upon compliance.</p> <p>2.5 Give the Log Book and instruct to sign in.</p>			<p>Civil Registry Clerk</p>
<p>3. Pay to the Municipal Treasurer's Office- and wait for the Official Receipt.</p>	<p>3.1 Receive payment and issue Official Receipt</p>	<p>Php200.00 (on-time) Php600.00 (late registration)</p>	<p>15 Minutes</p>	<p><i>Revenue Collection Officer</i></p>
		<p>Note: additional Php500.00 for AUSF (as Legal Instrument fee)</p>		

4. Go back to the Municipal Civil Registrar's Office Registration and submit the Official Receipt (O.R.) to the personnel who assessed the documents and wait to be called while the document is prepared/encoded by the incharge (encoder).	4.1 Check the Official Receipt and attach to the application and inform the client to wait for review and signature.	None	15 Minutes	<i>Civil Registry Clerk</i>
	4.2 Prepares/Encodes the Certificate of Live Birth	None	15 Minutes	<i>Civil Registry empolyee</i>
5. Check and review the accuracy and sign the prepared Certificate of Live Birth (COLB) by the informant and birth attendant and if applicable the acknowledging father and the mother.	5.1 Assist in the signatures of the Informant and birth attendant and if applicable, the Acknowledging Father and the mother.	None	10 Minutes	<i>Civil Registry employee</i>
	5.2 Review and receive Certificate of Live Birth(COLB) reported on time and late registration	None	5 Minutes	<i>Civil Registry clerk</i>

	5.3 Enter the Registry Number for birth reported on-time and late registration.	None	5 Minutes	<i>Civil Registry Clerk</i>
6. Claim the registered COLB front desk for Birth reported on-time and late registration Note: COLB reported late registration shall be posted for ten(10) days before registration as required by existing law and shall go back to the office to claim the registered COLB on the day specified at the notice or after 10 day posting.	6.1 Register Certificate of Live Birth(COLB) reported ontime and late registration.	None	5 Minutes	<i>Municipal Civil Registrar & staff</i>
	6.2 For late report of birth, sign the Notice of Posting and instruct in-charge to post one copy of the notice in the Office Bulletin Board.	None	5 Minutes	
	6.3 Release the registered COLB(owner's copy), for birth reported			
	6.4 Release one (1) copy of the notice of posting to the client for COLB reported late registration and advise to claim after 10 day posting as specified in the Notice of Posting			
	TOTAL	Based on Assessment	1 Hour & 20 Minutes	

2. Registration of Certificate of Marriage (COM) for on-time and delayed report, occurred in Tago, Surigao del Sur.

Registration of Certificate of Marriage (COM) is a reporting of the Certificate of Marriage after the wedding day to the Local Civil Registrar's office and become a proof of a person's civil status and the existence of marriage.

In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage while in marriage exempt from license requirement, the prescribed period is thirty(30) days, at the place where the marriage was solemnized.

Office or Division:	Office of the Municipal Civil Registrar - Registration Division	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Contracting Parties or any authorized person, Solemnizing Officer or any Officiating Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Certificate of Marriage (COM) in four (4) original copies.		Solemnizing Officer
2. Affidavit of delayed registration of Marriage with corroboration of two (2) witnesses, if under delayed registration.		Any Notary Public
3.PSA Negative Certification if late registration		PSA Serbilis Cente at Donasco St. Tandag City
4. Affidavit request of the couple to the Solemnizing Officer if the marriage took place outside court or church.		Any Notary Public
5. Other requirements applies to marriages exempted from Marriage License:		
- Affidavit of Cohabitation and Affidavit of the Solemnizing Officer (for marriage under Art.34 of the		Any Notary Public Philippine Statistics Authority(PSA)

<p>Family Code and other Special Laws. (2 original copies)</p> <ul style="list-style-type: none"> - Certificate of No Marriage(CENOMAR) or Marriage Advisory (2 photocopies) - Birth Certificate of the couple (2 photocopies) - Birth Certificate of child/children (2 photocopies) - marriages) in four (4) original copies. - Government Issued Identification Card of the husband, wife and the Solemnizing Officer. (presentation of original & 1 photocopy) 	<p>Serbilis Center@Tandag City Document Owner, LCRO,PSA</p> <p>Document Owner,LCRO,PSA</p> <p>LCRO</p> <p>BIR,Post Office,DFA,PSA,SSS,GSIS,PagIbig,COMELEC</p>			
<p>6. Official Receipt(O.R.) of corresponding payment</p>		<p>Municipal Treasurer's Office</p>		
<p>CLIENT STEPS</p>	<p>AGENCY ACTION</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1.At the Public Assistant and Counter's Desk(PACD)</p>	<p>1.1 Corresponds to the needs of the client</p> <p>2.1 Advise client to wait to be called</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Officer of the Day</i> <i>Public Assistant and Counter's Desk(PACD)</i></p>
<p>2. Proceed to the Frontliner at Table and present the COM and other applicable requirements for registration.</p>	<p>2.1 Check the Certificate of Marriage (COM) as to its completeness for registration.</p>	<p>None</p>	<p>15 Minutes</p>	<p>Civil Registry employee</p>

<p>.</p> <p>Sign in the Clients' Log Book.</p>	<p>2.2 If complete, give billing for payment and advise the client to pay at the Municipal Treasurer's Office, Municipal Hall, Tago, Surigao del Sur.</p> <p>2.3 If not complete, return to owner/client for compliance of lacking requirement/s and advise to submit upon compliance.</p> <p>2.4 Give the Log Book and instruct to sign in.</p>			
<p>3. Pay the corresponding fees to the Municipal Treasurer's Office- Municipal Hall, Tago, Surigao del Sur</p>	<p>3.1 Receive payment and issue Official Receipt</p>	<p>Php200.00 for on-time Php600.00 (late registration)</p>	<p>10 Minutes</p>	<p><i>Revenue</i> <i>Collection Officer</i></p>

4.Go back to the Municipal Civil Registrar’s Office- Registration and present the Official Receipt upon release of the document.	4.1 Review and receive the Certificate of Marriage(COM)reported on-time and late registration .	None	5 Minutes	<i>Municipal Civil Registrar</i> <i>Any designated personnel</i>
	4.2 Enter the Registry Number for marriage reported on-time and late registration,	None	10 Minutes	<i>Registry Clerk or MCR</i>
5. Claim the registered COM	5.1 Register the Certificate of Marriage(COM) reported on time or late registration	None	5 minutes	<i>Municipal Civil Registrar & J. O.</i>

TOTAL	Php200.00 for on-time Php600.00 (late registration)	40 Minutes	
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3. Registration of Certificate of Death for on-time and delayed report, occurred in Tago, Surigao del Sur.

Certificate of Death (COD) is a document that proves of a permanent disappearance of all evidence of life of a person. On-time report of death reporting and registration is within thirty (30) days period and beyond thirty(30) days is considered delayed registration.

Death occurred in hospital or other similar institution shall be prepared or accomplished by the institution and report to the office for registration.

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR-REGISTRATION DIVISION	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Next of Kin(immediate family) of the deceased or any Authorized Person, Liaison Officer/Staff/Incharge of the clinic	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Prepared or Accomplished Certificate of Death duly signed by the Attending Physician, Municipal Health Officer ,Informant and the Embalmer(optional) in four(4) original copies		Rural Health Center/Local Civil Registrar's Office
2. Applicable requirements for the delayed registration of Death Certificate are the following: <ul style="list-style-type: none"> Affidavit of delayed registration of death with Corroboration of two (2) witnesses. PSA Negative Certification with 2 photocopies Valid Identification of Affiant /Informant. 		Any Notary Public PSA Serbilis Center@Tandag City Owner's copy, Office that issued the Identification card presented
3. Payment after assessment(Official Receipt)		Municipal Treasurer's Office@ Municipal Town Hall, Tago, Surigao del Sur

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. At Public Assistant and Counter's Desk(PACD)	1.1 correspond to the needs of the client.	None	5 Minutes	<i>Officer of the Day Public Assistant and Counter's Desk(PACD)</i>
	1.2 Advise the client to wait to be called.			

<p>2. When called, proceed to the Table and present the COD and other applicable requirements.</p> <p>Sign in the Clients' Log Book</p>	<p>2.1 Check the Certificate of Death (COD) as to its completeness for registration.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Job Order Employee or Any assigned personnel</i></p>
	<p>2.2 If complete, give billing for payment and advise the client to pay at the Municipal Treasurer's Office, Municipal Town Hall, Tago, Surigao del Sur.</p>			
	<p>2.3 If not complete, return to owner/client for compliance of lacking requirement/s and advise to submit upon compliance.</p>			
	<p>2.4 Give the Log Book and instruct to sign in.</p>			
<p>3. Pay the corresponding fees to the Muncipal Treasurer's Office-</p>	<p>3.1 Receive payment and issue Official Receipt</p>	<p>Php200.00 (ontime) Php600</p>	<p>10 Minutes</p>	<p><i>Revenue Collection Officer</i></p>
<p>Municipal Town Hall Tago, Surigao del Sur</p>		<p>(late reg.) Php500.00</p>		
<p>4. Go back to the Muncipal Civil Registrar's Office and present the Official Receipt(O.R.) upon release of the document.</p>	<p>4.1 Review and receive the Certificate of Death (COD) reported on-time and late registration.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>MCR & Job order Employee</i></p>

	4.2 Enter the Registry Number of death reported on-time or Late registratin	None	5 Minutes	<i>Registry Clerk</i>
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	4.3 Register the Certificate of Death(COD) reported ontime and) Late registration		5 Minutes	<i>City Civil Registrar Job Order Employee</i>
5. Claim the registered COD at for death reported on-time and late registration,	5.1 Check the corresponding Official Receipt (O.R.) and release one(1) copy of registered COD (owner's copy) reported on-time and And late registration.	None	5 Minutes	<i>Registry Clerk or Any assigned personnel</i>
		TOTAL	50 Minutes	
		Php200.00 (on-time) late registration Php600.00		

4. Registration of Certificate of Death

Certificate of Death is a document that proves of a permanent disappearance of all evidence of life of a person. On-time report of death is within thirty (30) days period and beyond thirty (30) days is considered delayed registration.

Death occurred at home, aboard vehicle, vessel or airplane shall be prepared or accomplished in the City Health Office or Local Civil Registrar's Office.

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Next of Kin(immediate family) of the deceased or any Authorized Person	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Prepared Certificate of Death duly signed by the Attending Physician, City Health Officer ,Informant and the Embalmer(optional) in four(4) original copies		Rural Health Office Tago, sds, Local Civil Registrar's Office(LCRO)@Municipal Town Hall, Tago, Surigao del Sur
2.Necessary requirements for the delayed registration of Death Certificate are the following: <ul style="list-style-type: none"> • Notarized Affidavit of delayed registration of death with corroboration of two (2) witnesses. • Original PSA Negative Certification with two(2) photocopies • Valid Identification of Affiant/Informant • Other document/s that shows the occurrence of death such as:(presentation of original and 2 photocopies) 		Any Notary Public PSA Serbilis Center@Tandag City Owner's copy, Office that issued the Identification card presented

<ul style="list-style-type: none"> - Burial Mass Certification, if applicable - Documentations(pictures)during burial, if available - Police Report ,if applicable - Barangay Certification - Any document/s that show facts about the occurrence of death 	Church Family of the deceased PNP(Place of occurrence) Office of the Barangay Captain(Place of occurrence) Owner's copy
3. Payment after assessment(Official Receipt)	Municipal Treasurer's Office, Municipal Town Hall

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Public Assistant and Counter's Desk(PACD)	1.1 correspond to the needs of the client.	None	5 Minutes	<i>Officer of the Day Public Assistant and Counter's Desk(PACD)</i>
	1.2 Advise the client to wait to be called			
2. proceed to the at Table and present the necessary requirements. Sign in the Clients' Log Book.	2.1 Check and validate the requirement.	None	15 Minutes	<i>MCR & Job Order Employee MCR & j o Employee or Any assigned personnel</i>
	2.2 Give the Death Information Sheet for filling-up and return the same.			
	2.3 If complete, advise client to wait to be called while the Certificate of Death is prepared/encoded.			

	2.4 Forward the document to Encoder.	None	10 Minutes	<i>Job Employeeer Or Any assigned personnel</i>
	2.5 Give the Log Book and instruct to sign in.			
	2.6 Encodes/Prepares the Certificate of Death(COD)			
	2.7 Prepares Notice of Posting for death reported late registration			

	<p>2.8 Instruct the client to have the Certificate of Death signed by the following:</p> <p>City Health Officer Embalmer Accredited Physician for Post Mortem Certification, if necessary</p> <p>a. If complete, advise the client to submit the accomplished COD for registration in the office</p>	None	10 Minutes	<i>Registration Officer III or Clerk III</i>
<p>3. Submit the accomplished Certificate of Death at Table 2 for registration.</p>	<p>3.1 Check the certificate of Death as to its completeness for registration.</p> <p>3.2 Give billing for the payment</p> <p>3.3 Advise the client to pay at the Municipality Treasurer's Office, Municipal Town Hall</p>	None	15 Minutes	<i>LCR Clerk –</i>

<p>4. Proceed to the Municipal Treasurer's Office for fees</p>	<p>4.1 Receive payment and issue Official Receipt</p>	<p>Php200.00 (ontime) Php500 (late registration)</p>	<p>10 Minutes</p>	<p><i>Revenue Collection Officer</i></p>
<p>5. Go back to the City Civil Registrar's Office- Registration Division (Table2) and wait to be called while the document is on process for registration.</p>	<p>5.1 Enter the Registry Number in the death certificate reported on-time and below 6 months , or 5.2 Prepares the Notice of Posting for death reported late registration 1 month and above.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Registry Clerk</i></p>

	<p>5.3 Review and receive the Death Certificate reported on-time and late registration</p>	None	5 Minutes	<p><i>Registration Officer IV or Any designated personnel</i></p>
	<p>5.4 Register the Certificate of Death (COD) reported on-time and late registration</p> <p>For late report of death , sign the Notice of Posting and instruct the in-charge to post one copy of the Notice of Posting in the Office Bulletin Board</p>	None	5 Minutes	<p><i>Municipal Civil Registrar Head or Any designated personnel</i></p>

<p>6. Claim the registered COLB at Table 2 for the death reported on-time and late registration</p> <p>Claim the Notice of Posting at table 2 as claim stub for death reported six (6) months and above.</p> <p>Note: Certificate of Death (COD) reported six(6) months& above shall be posted for ten(10) days before registration as required by existing law and shall go back to the office to claim the registered COD on the day specified at the notice or after 10 day posting.</p>	<p>6.1 Release the registered Certificate of Death (owner's copy) reported on-time and late.</p> <p>6.2 For deceased buried in Tago, Surigao del Sur ,advise the client to pay burial fee at the Office of the Economic Enterprise e located at 2nd floor of Tago old gymnasuim</p> <p>6.3 Release one (1) copy of the Notice of posting to client as claim stub for death reported 1 month & above and advise to claim after 10 day posting as specified in the Notice of Posting .</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Clerk III or Registry Clerk or Any assigned personnel</i></p>
	<p>TOTAL</p>	<p>Php200.00 (on-time) Php500 (late registration)</p>	<p>1 Hour & 35 Minutes</p>	

5. Application and Issuance of Marriage License

Application of Marriage License is a process wherein the contracting parties appear to the Office of the City Civil Registrar to apply, submit requirements for marriage license for approval. Marriage license application will be posted for ten days and compliance thereto is the issuance of marriage license. This license is a guarantee that both are eligible to contract marriage and is a basis of the solemnizing officer to solemnize marriage.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Couple Applicants (Male & Female), at least 18 years of age, whose civil status is Single, Widow, Widower or Divorced and has no legal impediment to enter into marriage and one of the contracting parties is a resident of Tago, Surigao del Sur.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Any/or one(1) of the following: <ul style="list-style-type: none"> • Birth Certificate with 1 photocopy <li style="padding-left: 40px;">* Baptismal Certificate with 1 photocopy • Death Certificate of the deceased spouse of the contracting party whose civil status is widow or widower with 1 photocopy • School Record with 1 photocopy 		Owner's record, Local Civil Registrar's Office (Place of Birth), Philippine Statistics Office @ Tandag City Church (Place of Baptism) Owner's record, Local Civil Registrar's Office (Place of Birth), Philippine Statistics Office @ Tandag City Owner's copy, School attended
2. Certificate of No Marriage/Marriage Advisory with 3 photocopies.		Philippine Statistics Authority (PSA) Serbilis 2 nd floor, Tandag City, Local Civil Registrar's Office (LCRO).
3. Pre-Marriage Counselling (PMC) Seminar Certificate of Attendance with 3 photocopies		City Hall, near Airport, Buenavista, Tandag City
4. Valid Identification Card of applicants		Owner's copy, Office that issued the Identification Card presented
5. Payment after assessment (Official Receipt)		Municipal Treasurer's Office @ Ground Floor, Municipal Hall, Tago, Surigao del Sur

<p>6. Additional requirement, if applicable:</p> <p><input type="checkbox"/> Accomplished Form No. 6- Parental Consent (For Applicant who is between 18-21 years old or Accomplished Form No. 8- Parental Advice (For applicant who is between 21-25 year old)</p>	<p>Municipal Civil Registrar's Office(CCRO) Registration Division-Marriage Section Municipal Town hall, Tago, sds</p>			
<p>7. For Annulled Applicant:</p> <ul style="list-style-type: none"> Registered Court Order of Annulment/ with its necessary attachement such as Certificate of Finality and Certification of Registration of Court Order(presentation of original copy and 3 photocopies) Annotated Certificate of Marriage (presentation of original and 3 photocopies) Registered Judicial Decree of Annulment. 	<p>-Local Civil Registrar's Office (LCRO) where the court is located.</p> <p>-Owner's copy,Philippine Statistics Authority(PSA) Serbilis Center, LCRO</p> <p>-LCRO (where the court is located)</p>			
<p>8.For Filipino citizen married to a Foreigner and was divorced by his/her alien spouse :</p> <ul style="list-style-type: none"> Registered Recognition of Foreign Decree of Divorce and Certification of Registration and other attachments(presentation of original and 3 certified photocopies) Annotated Certificate of Marriage(presentation of original with 3 photocopies) 	<p>-Owner's copy,Local Civil Registrar's Office (LCRO) where the court is located.</p> <p>-Owner's copy, Philippine Statistics Authority(PSA) Serbilis Center, LCRO</p>			
<p>9. For Foreign Applicant:</p> <p><input type="checkbox"/> Legal Capacity to marry(presentation of</p>	<p>Embassy/Consular Office of the Foreigner located</p>			
<p>original and 6 photocopies)</p> <ul style="list-style-type: none"> Passport(presentation of original and 2 photocopies) Divorced Papers for Divorced applicant (presentation of original and 3 photocopies) 	<p>in the Philippines Owner's copy</p> <p>Owner's copy</p>			
<p>10.Valid Identification Card of the contracting parties and if applicable the parents</p>	<p>Office who issued the identification card presented</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTION</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>

<p>1. Get a priority number @ Public Assistant and Counter's Desk(PACD)</p>	<p>1.1 Give the priority number correspond to the needs of the client.</p> <p>1.2 Advise the client to wait to be called</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Officer of the Day Public Assistant and Counter's Desk(PACD)</i></p>
<p>2 proceed to the Frontliner and present the necessary requirements.</p> <p>Sign in the Clients' Log book</p>	<p>2.1 Check and validate the requirements.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Registration Division</i></p> <p><i>or</i></p> <p><i>Any assigned personnel</i></p>
	<p>2.2 Give the Information Sheet for filling-up.</p>			
	<p>2.3 If complete, give billing for payment and advise the client to pay at the Municipal Treasurer's Office-</p>			
	<p>2.4 If not complete, return to owner/client for compliance of lacking requirements and advise to submit upon compliance.</p>			
<p>2.5 Give the Clients' Log Book and instruct to sign in.</p>				
<p>3. Pay to the Municipal Treasurer's Office.</p>				<p><i>Revenue Collection Officer</i></p>
<p>4. Go back to Municipal Civil Registrar's Office Registration Division and submit the Official Receipt to the personnel who assessed your papers.</p>				<p><i>MCR & Staff</i></p> <p><i>or</i></p> <p><i>Clerk III</i></p>

	4.3 Prepares/Encodes necessary requirements such as Marriage License Application, Notice of Posting, Parental Consent(if applicable) and Parental Advice (if applicable)		20 Minutes	<i>Registry Clerk</i>
5. Check and sign the Marriage License Application(applicants) including the parents with Parental Consent(if applicable) or Parental Advice(if applicable)	5.1 Assist the applicants and parents in signing the Marriage License Application, Parental Consent or Parental Advice.	None	10 Minutes	<i>MCR & Civil Registry Clerk</i>
	5.2 Endorse the application to the City Civil Registrar/or authorized personnel for approval			
6.Proceed to the City Civil Registrar	6.1 Approve Marriage License Application	None	10 Minutes	<i>Municipal Civil Registrar</i>
	6.2 Give the Notice of Posting with a stamped of the date to be issued and advise to claim the Marriage License after 10-day posting period.			<i>Head or Any designated personnel</i>

	TOTAL	Php350.00 (residents of Tago, Sds) -Php500.00 (one of the applicants resides outside Tago, SDS -Php1,500.00 (foreigner applicant) Php 2.00 (Marriage License Fee)	1 Hour & 15 Minutes	
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6. Request for an Electronic Endorsement of Birth, Death and Marriage Certificate

Electronic Endorsement of civil registry documents to the Philippine Statistics Authority, Regional Office, Davao City, is a remedy to FastTrack the issuance of PSA Security Paper and to re-indorse blurred document that resulted to PSA negative certification. The Office will endorse those civil registry documents to PSA Regional Office, Butuan City, once a week.

Office or Division:	Office of the Municipal Civil Registrar - Registration Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Document Owner, Owner's Spouse, Parents, Direct Descendants, Guardian and/or Institution Legally In charge, Any Person Authorized by the Owner, Court.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy(blurred) or PSA Negative Certification	Philippine Statistics Office Serbilis Center@Tandag City
2. Original valid Identification Card of the client	Owner's copy, Office that issued the Identification Card presented
For Authorized Person, either of the following: <input type="checkbox"/> Authorization Letter or Special Power of Attorney(SPA)	Document Owner(Party of Age) Any Notary Public

3.Payment after assessment(Official Receipt)		Municipal Treasurer's Office(MTO) Municipal Hall,		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. at Public Assistant and Counter's Desk(PACD)	1.1 correspond to the needs of the client.	None	5 Minutes	<i>Officer of the Day Public Assistant and Counter's Desk(PACD)</i>
	1.2 Advise the client to wait to be called			
2. Proceed to the Frontliner at Table 2 and present/submit PSA blurred copy or PSA Negative Certification and valid identification card. Sign in the Clients' Log Book.	2.1 Check the necessary requirement and valid identification to ensure that the requesting party is duly authorize in accordance with the Anti-Privacy Law.	None	5 Minutes	<i>Civil Registry Clerk</i>
	2.2 Give billing for the payment and advise the client to pay at the Municipal Treasurer's Office- 2.3 Give the Client's Log book and instruct to sign in.			
3.Pay the corresponding service fee to the City Treasurer's OfficeBusiness Tax and Fees Division @Ground Floor, City Hall, Apokon, Tagum City	3.1 Receive payment and issue Official Receipt	Php290.00 (Electronic Endorsement fee)for every document	10 Minutes	<i>Revenue Collection Officer</i>

<p>4. Go back to the City Civil Registrar's Office-Registration Division(Table2) and present the Official Receipt(O.R.)</p>	<p>4.1 Stamped the date of release in the Official Receipt .O.R. that will serves as claim stub.</p> <p>4.2 Give back the O.R. to the client and advise client to claim the transmittal letter of the endorsed document on</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Clerk III CCRO-Frontliner (Table 2) or Registry Clerk CCRO-Frontliner (Table 2)</i></p>
	<p>the date stamped in the O.R.</p> <p>Note: Transmittal Letter is only a proof that the document was already endorsed and received by PSA Regional Office,Davao City.</p>			
TOTAL		<p>Php 250.00 every document for private courier</p>	<p>10 Minutes</p>	

10. Request for an Electronic Endorsement of Birth, Death and Marriage Certificate and Certifications/Certified True Copy.

Electronic Endorsement of civil registry documents to the Philippine Statistics Authority, is a remedy to fastrack the issuance of PSA Security Paper and to re-indorse blurred document that resulted to PSA negative certification.

For Out-of-Town request of an Electronic Endorsement, this Office, after completion of the required documents by the applicants, indorse to the Receiving-Local Civil Registrar where the civil registry document originate or registered for endorsement to Philippine Statistics Authority (PSA) in order for the applicant after due time or approval of OCRG can request PSA copy in security paper to any PSA Serbilis Center in the Philippines.

Office or Division:	Office of the City Municipal Civil Registrar - Registration Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Document Owner, Owner's Spouse, Parents, Direct Descendants, Guardian and/or Institution Legally In-charge, Any Person Authorized by the Owner, Court.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. PSA copy(blurred) or PSA Negative Certification	Philippine Statistics Office Serbilis Center@Tandag City
2. Original valid Identification Card of the Requesting Party and the Authorized Person For Authorized Person, either of the following: <input type="checkbox"/> Authorization Letter or Special Power of Attorney(SPA)	Owner's copy, Office that issued the Identification Card presented. Document Owner(Party of Age) Any Notary Public
3. Payment after assessment(Official Receipt)	Municipal Treasurer's Office(MTO), Tago Town Hall
4. JRS/LBC (Private Courier) 250.00 fee to PSA Regional Office	Tandag City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Go to Counter's Desk(PACD) Public Assistant and	1.1 correspond to the needs of the client.	None	5 Minutes	<i>Officer of the Day</i> Public Assistant and Counter's Desk(PACD)

	1.2 Advise the client to wait to be called			
<p>2. proceed to the LCRO and present/submit the PSA blurred copy or PSA Negative Certification and Valid identification.</p> <p>Sign in the Client Log Book.</p>	2.1 Check the necessary requirement and valid identification to ensure that the requesting party is duly authorize in accordance with the Anti-Privacy Law.	None	5 Minutes	<i>Civil Regisry Clerk or Any assigned personnel</i>
	2.2 Give billing for the payment and advise the client to pay at the City Treasurer's Office-Business Tax and Fees Division.			
	2.3 Give the Clients' Log Book and instruct to sign in.			
	2.4 Prepares the transmittal letter in three(3) copies	None	5 Minutes	<i>Registry Clerk</i>
	2.5 Sign the Transmittal Letter for endorsement to PSA Butuan City	None	5 Minutes	<i>Municipal Civil Registrar</i>
<p>3. Pay the corresponding service fee to the Municipal Treasurer's and Fees Division @Municipal Town Hall Tago, Sds</p>	3.1 Receive payment and issue Official Receipt	none	10 Minutes	<i>Revenue Collection Officer</i>

4. Proceed to JRSS/LBC Office, @ Tandag City	4.1 Receive payment for the issuance of Postal Money Order(PMO) and,	Depending on the Revenue/ Tax Code of Receiving LCRO	20 Minutes	<i>Office Clerk</i>
	4.2 Receive payment for mailing expenses.	Php. 250.00		
5. Go back to the Municipal Civil Registrar's Office Claim the Transmittal Letter as owner's copy	5.1 Give one (1) copy of the Transmittal Letter to the client as their reference file and advice the client to follow-up the response of the receiving LCRO after two(2) months in the office.	None	5 Minutes	<i>Civil Registry Clerk</i> or Any assigned personnel
	5.2 Mail the request to the Receiving Local Civil Registrar with	None	15 Minutes	<i>Civil Registry Clerk</i>
and claim stub.	Acknowledgment Receipt for their endorsement to PSA Regional Office of their locality.			<i>Any assigned personnel</i>
TOTAL		250.00	1 Hour & 10 Minutes	

7. Registration and Annotation of Affidavit of Legitimation (Family Code and RA No. 9858)

Legitimation is a process in which a child born out of wedlock is considered legitimate by fiction of law due to subsequent valid marriage of his/her parents.

Office or Division:	Office of the Municipal Civil Registrar - Regulatory Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen

Who may avail:	All registered illegitimate children whose parents validly married subsequently			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Child's Certificate of Live Birth	(PSA copy and 3 photocopies)	Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar		
2. Child's Certificate of Live Birth	(LCRO copy and 4 photocopies) (For children born in Tago, Sds only)	Office of the Municipal Civil Registrar		
3. Parents' Marriage Certificate	(PSA or LCRO copy and 3 photocopies)	Philippine Statistics Authority (PSA) or Office of the Civil Registrar (where the Marriage Certificate is registered)		
4. Parents' Certificate of No Marriage (CENOMAR)	(1 original and 3 photocopies)	Philippine Statistics Authority (PSA)		
5. Affidavit of Acknowledgment/Admission of Paternity	(In case the father has not yet admitted his paternity of the child) (2 original and 1 photocopy)	Any notary public or person authorized by law to subscribe affidavit		
6. Affidavit of Legitimation	(To be jointly executed by parents. If one or both parents is/are minor/s during conception of the child, state the minority in the affidavit.)	Any notary public or person authorized by law to subscribe affidavit		

(2 original and 1 photocopy)				
7. JRS (Courier)	(The client may opt to mail the documents to the PSA, Quezon City through any private courier.)	JRS Office, Tandag City		
9. PSA's Request Form	(Certificate of Live Birth)	Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. at PACD and wait to be called.	1. advise client to wait	None	5 Minutes	<i>Civil Registry Personnel</i>

2. present the requirements to LCRO	2.1 Review and check the accuracy and completeness of the requirements.			
sign-in in the client's logbook.	2.2 If complete, bill and advise the client to pay at the Municipal Treasurer's Office Tago, Town Hall.	None	35 Minutes	<i>Clerk</i>
	2.3 If incomplete, return the documents and advise the client to comply the lacking requirements.			
3. Pay at the Municipal Treasurer's Office, and wait for the Official Receipt.	<p>3.1 Receive payment and issue an Official Receipt.</p> <p>3.2 Advise the client to go back to Municipal Civil Registrar's Office.</p>	<p>P 500.00 (Affidavit of Legitimation only)</p> <p>P 500.00 (Affidavit of Acknowledgment/ Admission of Paternity <u>and</u> Affidavit of Legitimation)</p> <p>charges of the receiving Local Civil Registrar's Office.)</p>	5 minutes	<i>Revenue Collection Officer</i>

4. Go back to the City Municipal Registrar's Office and present original and 1 photocopy of Official Receipt	4.1 Check Official Receipt, receive the documents and issue a Claim Stub	None	15 minutes	
	4.2 Inform the clients that the documents will be endorsed to PSA, Quezon City for annotation.			
	4.3 Record and endorse the complete documents to the encoder for processing and endorsement to PSA, Quezon City.			
TOTAL		P 500.00 (Affidavit of Legitimation only) P 500.00 (Affidavit of Acknowledgment/ Admission of Paternity and Affidavit of Legitimation)	1 Hour	

	<p>(If the child to be legitimated was born outside Tago, Sds. The documents will be mailed and subject to fees and charges of the receiving Local Civil Registrar's Office.)</p>		
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8. Registration and Annotation of Affidavit to Use the Surname of the Father (AUSF) (RA No. 9255)

RA No. 9255 is an act allowing illegitimate children to use the surname of their father. This law is applicable only to illegitimate children born on March 19, 2004 to present. Illegitimate children born on August 3, 1988 to March 18, 2004, may use the surname of their father by filing a petition in court.

Office or Division:	Office of the Municipal Civil Registrar-Regulatory Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Illegitimate children born on March 19, 2004 to present, their mothers or guardians			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Child's Certificate of Live Birth	(PSA copy and 3 photocopies)	Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar		
2. Child's Certificate of Live Birth	(LCRO copy and 4 photocopies) (For children born in Tago, Sds only)	Office of the Municipal Civil Registrar		
3. Affidavit of Acknowledgment/Admission of Paternity (AAP) , if father has not yet admitted his paternity of the child	(2 original and 1 photocopy)	Any notary public or person authorized by law to subscribe affidavit		
4. Affidavit to Use the Surname of the Father (AUSF)	to be executed by the: <ul style="list-style-type: none"> Mother or Guardian, if the child is 0-6 years old Child himself or herself, if the child is 7 years old and above. 	Any notary public or person authorized by law to subscribe affidavit		
5. Sworn Attestation	to be executed by the mother or guardian, if the AUSF is executed by the child who is 7-17 years old			

6. Affidavit of Guardianship , if the AUSF is executed by the guardian				
7. PSA's Request Form (Certificate of Live Birth)	Office of the City Civil Registrar			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Get a priority number at PACD and wait to be called.	1. Give a priority number and advise client to wait at Table 4.	None	5 Minutes	<i>Officer of the Day (Public Assistance and Counter Desk (PACD))</i>
2. When the priority number is called, present the requirements to	2.1 Review and check the accuracy and completeness of the requirements.			
Frontliner (Table 4) and sign-in in the client's logbook.	2.2 If complete, bill and advise the client to pay at the Municipl Treasurer's Office Tago, Town Hall, Tago, SdS.	None	35 Minutes	<i>Civil Registry Clerk</i>
	2.3 If incomplete, return the documents and advise the client to comply the lacking requirements.			

<p>3. Pay at the Municipal Treasurer's Office, Tago and wait for the Official Receipt.</p>	<p>3.1 Receive payment and issue an Official Receipt.</p> <p>3.2 Advise the client to go back to City Civil Registrar's Office.</p>	<p>P 500.00 (Affidavit to use the Surname of the Father only)</p> <p>P 500.00 (Affidavit of Acknowledgment/ Admission of Paternity <u>and</u> Affidavit to use the Surname of the Father)</p>	<p>5 minutes</p>	<p><i>Revenue Collection Officer</i></p>
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		<p>to fees and charges of the receiving Local Civil Registrar's Office.</p>		
<p>4. Go back to the Municipal Civil Registrar's Office and present original and 1 photocopy of Official Receipt to the Frontliner (Table</p>	<p>4.1 Check Official Receipt, receive the documents</p> <p>4.2 Inform the clients that the documents will be endorsed to PSA, Quezon City for annotation.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Frontliner (Table 4)</i></p>

	<p>4.3 Record and endorse the complete documents to the encoder for processing and endorsement to PSA, Quezon City.</p>			
	<p>TOTAL</p>	<p>P 500.00 (Affidavit to use the Surname of the Father only)</p> <p>P 600.00 (Affidavit of Acknowledgment/ Admission of Paternity and Affidavit to use the Surname of the Father)</p>	<p>1 Hour</p>	

9. Annotation of Affidavit of Supplemental Report in the Certificate of Live Birth, Marriage, Death or Fetal Death.

Pursuant to Rule No. 11, Administrative Order No. 1, series of 1993, a supplemental report is used to supply a missing entry/ies or information inadvertently omitted when the Certificate of Live Birth, Marriage, Death or Fetal Death was registered. The Affidavit of Supplemental Report shall supply only two (2) missing information. For more than two (2) omitted information, the Supplemental Report shall be forwarded to the Office of the Civil Registrar General (OCRG)

Office or Division:	Office of the Municipal Civil Registrar - Regulatory Division	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Parent, guardian, party concerned, if of age, or any person authorized by law or by the document owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Live Birth, Marriage, Death or Fetal Death (PSA copy and 3 photocopies)		Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar
2. Certificate of Live Birth, Marriage, Death or Fetal Death (LCRO copy and 3 photocopies) (For Certificate of Live Birth, Marriage, Death or Fetal Death registered outside Tagum City)		Office of the Municipal Civil Registrar
3. Affidavit for Supplemental Report (Indicating the entry/ies omitted and the reasons/s for missing the information during registration.)		Any notary public or person authorized by law to subscribe affidavit
4. Supporting Documents (At least two (2) supporting documents that can substantially support the information to be supplemented such as Baptismal Certificate, School Records, GSIS, SSS, Driver's License,		Concerned agencies
COMELEC ID, etc)		
5. JRS Worth P200.00 (The client may opt to mail the documents to the PSA, Quezon City through any private courier.)		JRS OFFICE or any private courier chosen by the client
7. PSA's Request Form (Certificate of Live Birth)		Office of the City Civil Registrar NOT INCLUDED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority number at PACD and wait to be called.	1. Give a priority number and advise client to wait at Table 4.	None	5 Minutes	<i>Officer of the Day (Public Assistance and Counter Desk (PACD))</i>
2. present the requirements to lcro staff	2.1 Review and check the accuracy and completeness of the requirements.			
	2.2 If complete, bill and advise the client to pay at the Municipal Treasurer's Office, Tago Town Hall,	None	35 Minutes	<i>JOB ORDER</i>
	2.3 If incomplete, return the documents and advise the client to comply the lacking requirements.			
3. Pay at the Municipal Treasurer's Office , Tago Town Hall,	3.1 Receive payment and issue an Official Receipt. 3.2 Advise the client to go back to Municipal Civil Registrar's Office.	P 500.00 (If the Birth/Marriage/DeathFetal Death Certificate is registered in Tagum City)	5 minutes	<i>Revenue Collection Officer Frontliner (Table 4)</i>

4. Go back to the Municipal Civil Registrar's Office and present original and photocopy of Official Receipt	4.1 Check Official Receipt, receive the documents and issue a Claim Stub 4.2 Inform the clients that the documents will be endorsed to PSA, Quezon City for annotation.	None	15 Minutes	<i>Frontliner (Table 4)</i>
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10. Petition for Change of First Name (CFN) (Pursuant to Republic Act No. 9048)

Republic Act No.9048 is an act law authorizing the the Municipal/City Civil Registrar or the Consul General to correct the clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of judicial order.

Office or Division:	Office of the City Civil Registrar-Regulatory Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	1. Owner of Birth Certificate (at least 18 years of age) 2. Any person duly authorized by law or by the document owner.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Live Birth sought to be corrected (PSA copy and 4 photocopies)	Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar
2. Certificate of Live Birth sought to be corrected (LCRO copy and 4 photocopies) (If the document owner was born in Tago only)	Office of the Municipal Civil Registrar
3. Petition (RA 9048 Form No. 4.1) duly subscribed by the administering officer (3 original copies)	Any notary public or person authorized by law to administer oaths
7. Supporting Documents. At least two (2) relevant public/private documents showing the correct name in which the Change of First Name shall be based such as: <ul style="list-style-type: none"> • Baptismal Certificate <input type="checkbox"/> Voter's Registration Record • School Records/Form 137/Transcript of Records/Diploma • Employment Record 	Concerned Agencies

<ul style="list-style-type: none"> • GSIS/SSS Records • Medical Records • Business Records • Driver's License • Insurance • Civil Registry Records • Any other documents that can establish the correct name 				
8. Certificate of Employment , if employed, or Affidavit of No Employment , if unemployed		Document Owner's Employer Any notary public or person authorized by law to administer oaths		
9. Police Clearance		Philippine National Police where the document owner resides		
10. NBI Clearance		National Bureau of Investigation		
11. Proof of Publication of the petition such as: <input type="checkbox"/> Newspaper Clippings from the publisher <input type="checkbox"/> Affidavit of Publication from the publisher Note: A Notice of Publication will be issued to petitioner after the petition will be received by the Office of the Municipal Civil Registrar. The petitioner shall cause the publication of said notice at any newspaper of general circulation of his/her choice.		-Any newspaper of National Circulation (For Migrant Petition) -Any newspaper of Local Circulation (For Nonmigrant Petition)		
12. JRS/LBC (Private courier) (The client may opt to mail the documents to the PSA, Quezon City through any private courier.)		Any private courier chosen by the client, Tandag City		
14. PSA's Request Form (Certificate of Live Birth)		Office of the City Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority number at PACD and wait to be called.	1. Give a priority number and advise client to wait	None	5 Minutes	<i>Officer of the Day (Public Assistance and Counter Desk (PACD)</i>

2. When the priority number is called, present the requirements to the Civil Registry Clerk.	2.1 Review and check the completeness and substantiality of requirements presented.	None	35 Minutes	<i>Clerk</i>
	2.2 If complete and substantial, bill and advise the client to pay at the Municipal Treasurer's Office, Tago Town Hall,			
	2.3 If incomplete, return documents and advise client to comply of lacking requirements.			
3. Pay at the Municipal Treasurer's Office for the Official Receipt.	3.1 Receive payment and issue an Official Receipt.	For document owner born in Tago, Surigao del Sur P 3,000.00 P 250.00	5 Minutes	<i>Revenue Collection Officer</i>
	3.2 Advise the client to go back to Municipal Civil Registrar's Office.			

<p>4. Go back to the Municipal Civil Registrar Office and present original and two (2) photocopies of Official Receipt to the Clerk</p>	<p>4.1 Check Official Receipt, receive the petition and certify supporting documents.</p> <p>4.2 Prepare a Notice of Publication to be signed by the Mncipal Civil Registrar</p>	<p>None</p>	<p>35 Minutes</p>	<p><i>JO</i></p>
	<p>Registrar.</p> <p>4.3 Advise the client to publish the Notice of Publication in the newspaper of general circulation and to submit the newspaper clippings and the Affidavit of Publication after the publication.</p> <p>4.4 Provide the petitioner with a copy of the petition and issue a claim stub.</p>			
<p style="text-align: right;">TOTAL</p>		<p>For document owner born in Tago P 3,000..00 P 250.00</p>	<p>1 Hour and 20 minutes</p>	

11. Petition for Correction of Clerical Error in the Birth/Marriage/Death Certificate (Pursuant To Republic Act No. 9048)

Republic Act No.9048 is an act law authorizing the the Municipal/City Civil Registrar or the Consul General to correct the clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of judicial order.

Office or Division:	Office of the Municipal Civil Registrar-Regulatory Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<ul style="list-style-type: none"> Owner of the document sought for correction (at least 18 years of age) Any person duly authorized by law or by the document owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Birth/Marriage/Death Certificate sought to be corrected (PSA copy and 4 photocopies)	Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar
2. Birth/Marriage/Death Certificate sought to be corrected (LCRO copy and 4 photocopies) (If the document owner was born in Tago, SdS)	Office of the Municipal Civil Registrar
3. Petition duly subscribed by the administering officer (3 original copies) <ul style="list-style-type: none"> RA 9048 Form No. 1.1 Correction (s) in the Birth Certificate RA 9048 Form No. 2.1 Correction (s) in the Marriage Certificate RA 9048 Form No. 3.1 (Correction (s) in the Death Certificate 	Any notary public or person authorized by law to administer oaths
4. Supporting Documents. At least two (2) relevant public/private documents that can substantially provide proof	

upon which the correction(s) shall be based such as: <ul style="list-style-type: none"> • Baptismal Certificate <input type="checkbox"/> Voter's Registration Record • School Records/Form 137/Transcript of Records/Diploma • Employment Record • GSIS/SSS Records • Medical Records • Business Records • Driver's License • Insurance • Civil Registry Records • Any other documents that can establish the correct entry 	Concerned Agencies
4.JRS/LBC private courier (The client may opt to mail the documents to the PSA, Quezon City through any private courier.)	private courier @ Tandag City chosen by the client
6. PSA's Request Form (Birth/Marriage/Death Certificate)	Office of the Municipal Civil Registrar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority number at PACD and wait to be called.	1. Give a priority number and advise client to wait	None	5 Minutes	<i>Officer of the Day (Public Assistance and Counter Desk (PACD))</i>
present the requirements to the Civil Registry Clerk.	2.1 Review and check the completeness and substantiality of requirements presented.	None	35 Minutes	<i>Civil Registry Clerk</i>
	2.2 If complete and substantial, bill and advise the client to pay at the Municipal Treasurer's Office, Tago Town Hall			

	2.3 If incomplete, return documents and advise client to comply of lacking requirements.			
3. Pay at the City Treasurer's Office – Business Tax and Fees Division, G/F City Hall, Apokon, Tagum City and wait for the Official Receipt.	3.1 Receive payment and issue an Official Receipt.	For document owner born in Tagum: P 1,000.00 P 250.00	5 Minutes	<i>Revenue Collection Officer</i>
	3.2 Advise the client to go back to City Civil Registrar's Office.			
4. Go back to the City Civil Registrar Office and present original and two (2) photocopies of Official Receipt to the Frontliner (Table 4)	4.1 Check Official Receipt, receive the petition and certify supporting documents. 4.2 Provide the petitioner with a copy of the petition and issue a claim stub.	None	35 Minutes	<i>Ciivil Registry</i>
TOTAL		For document owner born in Tago P 1250.00.00	1 Hour and 20 minutes	

12. Petition for Correction of Sex/Gender and Birth Date (Day and Month only) (Pursuant to Republic Act No. 10172)

Republic Act No. 10172 amends Republic Act No. 9048 and now authorizes the the Municipal/City Civil Registrar or the Consul General to correct the clerical or typographical error in an entry/ies particularly on the sex/gender and the birth date (month and day only) in the civil register without a need of judicial order.

Office or Division:	Office of the Municipal Civil Registrar	
	Classification:	Simple
	Type of Transaction:	G2C-Government to Citizen
	Who may avail:	<ul style="list-style-type: none"> • Owner of Birth Certificate (at least 18 years of age) • Any person duly authorized by law or by the document owner <p>Note: If the correction is for sex/gender, the petition shall be filed by the document owner himself or herself directly at his/her birth place. If the document owner is still a minor, he or she will be assisted by parent or guardian and shall appear personally before the Civil Registrar.</p>
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Live Birth sought to be corrected (PSA copy and 4 photocopies)	Philippine Statistics Authority (PSA) or BREQS Accredited Office of the City Civil Registrar	
2. Certificate of Live Birth sought to be corrected (LCRO copy and 4 photocopies) (If the document owner was born in Tago, SdS only)	Office of the Municipal Civil Registrar	
3. Petition (RA 9048 Form No. 1.1) duly subscribed by the administering officer (3 original copies)	Any notary public or person authorized by law to administer oaths	
4. Earliest School Records (Form 137-E). If not available, please ask a negative certification from the school and execute an Affidavit of Explanation explaining the reason	-Elementary School attended -Any notary public or person authorized to administer oaths	
of unavailability (1 Original and 2 photocopies)		
5. Baptismal Certificate. If not available, please ask a negative certification from the church and execute an Affidavit of Explanation explaining the reason of unavailability (1 Original and 2 photocopies)	-Concerned Church -Any notary public or person authorized to administer oaths	

6. Medical Records. If not available, execute an Affidavit of Explanation explaining the reason of unavailability (1 Original and 2 photocopies)	-Medical Institution concerned -Any notary public or person authorized to administer oaths
For correction of sex/gender only: 7. Medical Certificate. Issued by an accredited government physician expressly stating that the document owner has not undergone sex change/or sex transplant (1 Original and 2 photocopies)	-Rural Health Unit of Tago, Surigao del Sur or Adela Serra Ty Medical Memorial Hospital Tandag City
8. Certificate of Employment, if employed, or Affidavit of No Employment, if unemployed	Document Owner’s Employer Any notary public or person authorized by law to’ administer oaths
9. Police Clearance	Philippine National Police where the document owner resides
10. NBI Clearance	National Bureau of Investigation
11. Proof of Publication of the petition such as: <input type="checkbox"/> Newspaper Clippings from the publisher <input type="checkbox"/> Affidavit of Publication from the publisher Note: A Notice of Publication will be issued to petitioner after the petition will be received by the Office of the Municipal Civil Registrar. The petitioner shall cause the publication of said notice at any newspaper of general circulation of his/her choice.	-Any newspaper of National Circulation (For Migrant Petition) -Any newspaper of Local Circulation (For Nonmigrant Petition)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority number at PACD and wait to be called.	1. Give a priority number and advise client to wait	None	5 Minutes	<i>Civil Registry Clerk (Public Assistance and Counter Desk (PACD))</i>
2. When the priority number is called, present the requirements to the Civil Registry Clerk	2.1 Review and check the completeness and substantiality of requirements presented.	None	35 Minutes	<i>JO</i>

	2.2 If complete and substantial, bill and advise the client to pay at the Municipal Treasurer's Office.			
	2.3 If incomplete, return documents and advise client to comply of lacking requirements.			
3. Pay at the Municipal Treasurer's Office – Municipal Hall, Tgo, Surigao del Sur and wait for the Official Receipt.	3.1 Receive payment and issue an Official Receipt.	For document owner born in Tago: P 3,000.00 250.00	5 Minutes	<i>Revenue Collection Officer</i>
	3.2 Advise the client to go back to Municipal Civil Registrar's Office.			

Go back to the Municipal Civil Registrar Office and present original and two (2 photocopies of Official Receipt to the Clerk	4.1 Check Official Receipt, receive the petition and certify supporting documents. 4.2 Prepare a Notice of Publication to be signed by the City Civil Registrar. 4.3 Advise the client to publish the Notice of Publication in the newspaper of general circulation and to submit the newspaper clippings and the Affidavit of Publication after the publication. 4.4 Provide the petitioner with a copy of the petition and issue a claim stub.	None	35 Minutes	J O
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	TOTAL	For document owner born in Tag0 P 3,000.00 P	1 Hour and 20 minutes	
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13. Request for PSA's Annotated Birth, Marriage or Death Certificate in Security Paper (SECPA)

Office or Division:	Office of the Municipal Civil Registrar - Regulatory Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Any person who previously processed/transacted in the Office of the Municipal Civil Registrar of the following transactions: <ul style="list-style-type: none"> • Legitimation (RA 9858) • Affidavit to Use the Surname of the Father (ra 9255) • Correction of Clerical Errors/Change of First Name (RA 9048/RA 10172) • Court Orders/Decrees • Supplemental Report • MC 2010-04 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopies of the applicable and necessary documents such as: <ul style="list-style-type: none"> • Affirmed Petition • Court Orders/Decrees • Certificate of Finality • Legitimation (R.A. 9858) • Affidavit to Use the Surname of the Father (AUSF) (R.A. 9255) • Affidavit of Acknowledgement/Admission of Paternity 		Office of the Municipal Civil Registrar		
JRS/LBC (Private Courier)		Any private courier, Tandag City		

4. PSA's Request Form (Birth/Marriage/Death Certificate)		Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority number at PACD and wait to be called.	1. Advise client to wait at Table 4.	None	5 Minutes	<i>Civil Registry Clerk</i>

2. Present the requirements to the Clerk	2.1 Review and check the completeness and substantiality of requirements presented.	None	40 Minutes	<i>Civil Registry Clerk</i>
	2.2 If complete and substantial, bill and advise the client to pay at the Municipal Treasurer's Office, Tago Town hall			
	2.3 If incomplete, return documents and advise client to comply of lacking requirements.			
3. Pay at the Municipal Treasurer's Office –	3.1 Receive payment and issue an Official Receipt.	P500.00	5 Minutes	<i>Revenue</i>
and wait for the Official Receipt.	3.2 Advise the client to go back to City Municipal Registrar's Office.			<i>Collection Officer</i>
	TOTAL	Php500.00	50 minutes	