

CITY CIVIL REGISTRAR'S OFFICE

EXTERNAL SERVICES



1. REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATES (TIMELY)

Registration of birth, marriage and death certificate - like ordinary registration made at the time of the event—shall be filed at the office of the Civil Registrar of the place where the event occurred.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of birth, marriage and death certificate, which must be accomplished correctly and completely		City Civil Registrar's Office		
Additional Requirements for Certificate of Death				
Transfer Permit of Cadaver		City Health Office		
Entrance Permit of Cadaver		Treasurer's Office (receipt)		
Exhumation Permit		City Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documents	1. Examine and check the documents. Interview the client.	None	15 minutes	Gladys V. Gonzales Carolina S. Saria Shanielyn H. Ramirez (for Birth Registration) Flocerfida S. Villanueva Mary Ruby J. Bautista (for Marriage Registration) Randy B. Gonzales Joselito S. Camia (for Death Registration)
2. Payment of Fess at City Treasurer's Office.	2. Receive the payment.	Burial Permit - Php 300.00 Transfer Permit - Php 100.00	5 minutes	City Treasurer's Office's assigned Window/s.



		AUSF - Php 200.00		
3. Present Official Receipt and claim the registered documents.	3.1 Registration of document with registry number.		5 minutes	Gladys V. Gonzales Carolina S. Saria Shanielyn H. Ramirez (for Birth Registration)
	3.2 Affix the signatures.		2 minutes	Flocerfida S. Villanueva Mary Ruby J. Bautista (for Marriage Registration)
	3.3 Release the document.		2 minutes	Randy B. Gonzales Joselito S. Camia (for Death Registration)
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	30 minutes	



2. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE AND OTHER CIVIL REGISTRY DOCUMENTS

Civil registry documents such as birth, marriage and death certificates and other civil registry documents may be availed of by securing a certified transcript or photocopy from the office.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth, Marriage and Death Certificate and other civil registry documents.		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request slip.	1.1 Database/ archive search. 1.2 Issuance of order payment.	None	10 minutes	Joselito S. Camia; Randy B. Gonzales; Evangeline Bescaser; Rolly Millitante Glenn Paul L. Villarosa Anthony D. Candalla
2. Payment of Fees at City Treasurer's Office.	2. Receive payment.	P 75.00	5 minutes	City Treasurer's Office's assigned Window/s.
3. Present Official Receipt (OR) and claim the Certified Copy.	3.1 Check and certify the documents. Record the OR.		2 minutes	Joselito S. Camia; Randy B. Gonzales; Evangeline Bescaser; Rolly Millitante Glenn Paul L. Villarosa Anthony D. Candalla
	3.2 Sign the document.		2 minutes	Violeta P. Sañez City Civil Registrar
	3.3 Release the document.		2 minutes	
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 75.00	21 minutes	



3. REGISTRATION OF COURT ORDERS (CO)/DECREES AND REQUEST OF ANNOTATED RECORD

Like other civil registry documents, court decrees concerning the status of a person shall be registered in the civil registrar's office where the court is functioning, within ten (10) days after the decree/order has become final.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original/certified photo copy of the court order		Respective Court		
Certificate of Finality		Respective Court		
Certificate of Court Registration		Issued by the concerned City/City Civil Registrar where the Court Order (CO) was issued		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Check and examine the documents for registration and annotation. 1.2 Issue order of payment.	None	10 minutes	Cynthia E. Ochoa; Ariel Mari C. Camerino
2. Payment of fees at City Treasurer's Office	2. Receive payment.	Annulment – Php 500.00 Adoption – Php 500.00 Correction – Php 500.00 Certified photocopy of Court Order (CO) – Php 75.00 Endorsement – Php 75.00	5 minutes	City Treasurer's Office assigned personnel



		Certified photocopy of Annotated Record P 75.00		
3. Present Official Receipt (OR)	3.1 Registration of Court Order and Annotation to the Affected Civil Registry Record. 3.2 Prepares certificate of court registration, annotated Civil Registry record and certified photo copy of CO and endorsement letter to PSA, Sta. Mesa, Manila	None	20 minutes	Cynthia E. Ochoza; Ariel Mari C. Camerino
4. Claim the requested record and sign the logbook.	4.1 Review, approve and sign the documents.	None	5 minutes	Violeta P. Sañez City Civil Registrar
	4.2 Record and release court registration.		5 minutes	Cynthia E. Ochoza Ariel Mari C. Camerino
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	45 minutes	



4. REGISTRATION OF LEGAL INSTRUMENTS/LEGITIMATION OF NATURAL CHILD

Legal Instruments are sworn statements in the form of an affidavit without an order from the court.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CENOMAR (Certificate of No Marriage) Husband and Wife		Philippine Statistics Authority		
Marriage Contract (PSA copy) if not solemnized in Imus, Cavite		Philippine Statistics Authority		
Birth Certificate		Philippine Statistics Authority		
Affidavit of Legitimation		City Civil Registrar's Office or Notary Public		
Affidavit of Acknowledgement if father is N/A on COLB		City Civil Registrar's Office or Notary Public		
Residence Certificate		Treasurer's Office		
Appearance of Parents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Check and verify the requirements for registration and annotation. 1.2 Issuance of order payment.	None	5 minutes	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino
2. Payment of fees at City Treasurer's Office		Legitimation Fee – Php 500.00 Certification – P 75.00 Deed of Legitimation – P 75.00 Registration Fee – Php 200.00	5 minutes	City Treasurer's Office's assigned Window/s.



		Affidavit of Acknowledgement Php 200.00		
		AUSF – P200.00		
3. Present the Official Receipt (OR) and claim the document.	3.1 Prepare certificate, endorsement letter and annotate registered documents.	None	15 minutes	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino
	3.2 Review, approve and sign the documents.	None	5 minutes	Violeta P. Sañez City Civil Registrar
	3.3 Release document.	None	2 minutes	
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	33 minutes	

Note: Republic Act 9255 - Affidavit to Use the Surname of the Father (AUSF) - all legal instrument executed abroad must be registered at the City Civil Registry Office of Manila.



5. ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL

If PSA does not have the copy of the birth certificate, the original birth certificate must be endorsed (officially transmitted) to PSA by the City Civil Registrar.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA-Negative Result Certification		Philippine Statistics Authority		
Certified true copy/photocopy of Civil registry documents		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for an endorsement of his/her record to PSA.	1.1 Database/ Archive search.	None	5 minutes	Carolina S. Saria; Celia M. Sapida;
	1.2 Issuance of order payment.	None		
2. Payment of fees at City Treasurer's Office	2. Receive payment.	Php 75.00	5 minutes	City Treasurer's Office's assigned Window/s.
3. Present the Official Receipt and claim the endorsement.	3.1 Prepare the endorsement letter.	None	5 minutes	Carolina S. Saria; Celia M. Sapida
	3.2 Review and approval.	None	5 minutes	Violeta P. Sañez City Civil Registrar
	3.3 Release the document.	None	2 minutes	
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 75.00	17 minutes	

Note: Mail the documents to Provincial Statistics Office (PSA) follow - up after 5 days to 7 working days



6. DELAYED AND OUT OF TOWN REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE OF CIVIL REGISTRY RECORDS

Delayed registration of birth, marriage and death certificate - like ordinary registration made at the time of the event—shall be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the reglementary period to register.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth Certificate				
Philippine Statistics Authority (PSA) Negative Result		Philippine Statistics Authority		
Affidavit of Two (2) Disinterested Persons		Notary Public		
Voter's Affidavit		COMELEC		
Baptismal Certificate		Cathedral		
School Records		DepEd/ School		
Marriage Certificate (if married)		Philippine Statistics Authority		
Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD)		Philippine Statistics Authority		
Residence Certificate of Parents		Treasurer's Office		
Medical Records		Hospital/Medical Clinic		
Affidavit to Use the Surname of the Father (AUSF) (if not married)		Notary Public		
Born March 19,2004 up to present		Client		
For Marriage and Death Certificate				
Philippine Statistics Authority (PSA) Negative Result		Philippine Statistics Authority		
Affidavit of Delayed Registration		Notary Public		
Affidavit of Two (2) Disinterested Persons		Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Evaluate the submitted requirements. Interview the client.	None	10 minutes	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino Flocerfida Villanueva; Mary Ruby J. Bautista (for Birth Registration)
	1.2 Database / Archive search. Issuance of claim stub.	None	5 minutes	



	1.3 Process, record, and register the documents	None	10 minutes	Flocerfida S.Villanueva; Mary Ruby Bautista (for Marriage Registration)
	1.4 Approve and sign the documents.	None	5 minutes	Randy B. Gonzales Joselito S. Camia (for Death Registration)
	1.5 Issuance of order payment.	None	5 minutes	Violeta P. Sañez City Civil Registrar
2. Payment of fees at City Treasurer's Office	2. Receive payment.	Php 200.00	5 minutes	City Treasurer's Office's assigned Window/s
3. Present the Official Receipt (OR) and claim the document.	3. Release the document.	None	3 minutes	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino Flocerfida Villanueva; Mary Ruby J. Bautista (for Birth Registration)
				Flocerfida S.Villanueva; Mary Ruby Bautista (for Marriage Registration)
				Randy B. Gonzales Joselito S. Camia (for Death Registration)
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 200.00	43 minutes	

NOTE: Out of Town Registration are forwarded to the corresponding towns/cities for registration.



7. ISSUANCE OF MARRIAGE LICENSE

The Local Civil Registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True/photocopy of birth certificate of applicants		City Civil Registrar' s Office		
Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority		
Barangay Clearance		Respective Barangay		
Certificate of Death (if widowed)		Philippine Statistics Authority (PSA)		
Annotated Certificate of Marriage (if annulled)		Philippine Statistics Authority (PSA)		
For Foreigner – Legal capacity to marry from respective embassy in the Philippines		Philippine Statistics Authority		
Judicial Decree of absolute divorce if divorce		Respective Court		
Pre-Marriage Counseling Certificate		Population Development Office		
Family Planning Seminar		Population Development Office		
Parental consent if applicant is 18 yrs. old but below 20 yrs. old		Parents of the client		
Parental Advice if applicant is 21 yrs. old but below 25 yrs. old		Parents of the client		
At least one of the contracting parties must be a resident of the place where the local civil registry office is located		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Assess the documents.	None	5 minutes	Renato B. Pangilinan Victoria S. Candalla Cynthia E. Ochoa
2. Fill out the application form. (Contracting parties both sign the application form)	2.1 Receive, review and check the accomplished application. 2.2 Issuance of order payment.	None	5 minutes	Renato B. Pangilinan Victoria S. Candalla Cynthia E. Ochoa
3. Payment of fees at City	3. Receive payment.	Application –	5 minutes	City Treasurer's Office's



Treasurer's Office		Php 300.00 License – Php 50.00		assigned Window/s
4. Present Official Receipt.	4. Issuance of referral stub for Pre-Marriage Counselling (PMC) Seminar at Population Development Office.	None	3 minutes	Renato B. Pangilinan Victoria S. Candalla Cynthia E. Ochoa
5. Go to Population Development Office for Schedule of PMC Seminar.	5. Schedule the PMC Seminar.	None	(stop time)	Population Development Office's assigned personnel
6. Submit PMC Seminar Certification.	6.1 Receive PMC certificate. Issuance of claim stub.	None	10 minutes	Renato B. Pangilinan Victoria S. Candalla Cynthia E. Ochoa
	6.2 Prepare documents: <ul style="list-style-type: none"> • Marriage license application • Advice upon intended marriage • Consent to marriage of a person under age 	None		
	6.3 Review and sign	None	5 minutes	Violeta P. Sañez City Civil Registrar
	6.4 Publication	None	10 days	
7. Present claim stub and claim the license.	7.1 Record in the logbook.	None	4 minutes	Renato B. Pangilinan Victoria S. Candalla Cynthia E. Ochoa
	7.2 Release the document.	None		
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	10 days, 37 minutes	



8. MARRIAGE LICENSE VERIFICATION

The Local Civil Registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Marriage Contract		Philippine Statistics Authority		
Government-issued ID		Client		
Authorization letter if the applicant is not the owner		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Marriage Contact.	1.1 Receive Marriage contract. 1.2 Issuance of order payment.	None	2 minutes	Renato B. Pangilinan
2. Payment of fees at City Treasurer's Office	2. Receive payment.	Php 75.00	5 minutes	City Treasurer's Office's assigned Window/s
3. Present the Official Receipt (OR).	3.1 Verify the marriage license in the registry book of application for marriage license. 3.2 Prepare the certification. 3.3 Approval and sign the certification.	None	5 days	Renato B. Pangilinan Violeta P. Sañez City Civil Registrar
4. Claim the document.	4.1 Issue certification of no record if the verified license is not in the registry book. Issue certification if has record in the registry book. 4.2 Record in the logbook.	None None	3 minutes	Renato B. Pangilinan
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 75.00	5 days, 10 minutes	



9. PROCESSING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR/S (CCE) - REPUBLIC ACT NO. 9048 (DIRECT OR MIGRANT)

Republic Act No. 9048 authorizes the Municipal or City Civil Registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors or changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in his record.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA & CCR copy of Birth Certificate (2 Photocopies)		Philippine Statistics Authority		
Baptismal Certificate (2 Photocopies)		Cathedral		
School Record (2 Photocopies)		DepEd/ School		
NBI Clearance (2 Photocopies)		NBI Office		
Police Clearance (2 Photocopies)		Philippine National Police – City of Imus, beside Imus Cathedral		
Clearance Certificate of no pending administrative or criminal case from employment (if employed) (2 Photocopies)		Fiscal's Office		
Affidavit of Non-Employment (if not employed) (2 Photocopies)		Client's employer		
Civil registry record of ascendants (2 Photocopies)		Philippine Statistics Authority		
Marriage Contract (if married) (2 Photocopies)		Philippine Statistics Authority		
Government-issued ID (2 Photocopies)		Client		
Affidavit of publisher with newspaper clipping (2 Photocopies)		Publisher		
For Petition for Change of Middle Name/Last Name				
PSA & CCR copy of document to be corrected		Philippine Statistics Authority		
Birth Certificate of Mother/Father		Philippine Statistics Authority		
Marriage Contract of Parents		Philippine Statistics Authority		
Birth Certificates of brothers and sisters		Philippine Statistics Authority		
Marriage Contract (if married)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File and submit required petition.	1.1 Checking of submitted supporting documents.	None	5 minutes	Alfredo S. Monroy Jr. Joselito S. Camia Ariel Mari C. Camerino



	1.2 Issuance of order payment.	None		
2. Payment of fees at City Treasurer's Office.	2.1 Receive payment.	Petition for CFN – Php 3,000.00 Petition for CCE – Php 1,000.00 Migrant Petition for CFN – Php 1,000.00 Migrant Petition for CCE – Php 500.00	5 minutes	City Treasurer's Office's assigned Window/s
3. Present the Official Receipt (OR) and receive the claim stub.	3.1 Prepares petition and ask the petitioner to sign. 3.2 Give the petitioner a stub as to how and when to follow up the petition. 3.3 Review and sign the petition. 3.4 Publication for CFN and posting for clerical error.	None None None None	20 minutes 2 consecutive weeks (stop time)	Alfredo S. Monroy Jr. Violeta P. Sañez City Civil Registrar
4. Present claim stub and claim the document.	4. Release the document.	None	2 minutes	Alfredo S. Monroy Jr.
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	2 weeks, 32 minutes	

NOTE: According to RA 9048: Subject for publication at least once a week for two (2) consecutive weeks in a newspaper of general circulation.



10. PROCESSING PETITION FOR CORRECTION OF CLERICAL AND TYPOGRAPHICAL ERRORS IN MONTH AND DATE OF BIRTH AND SEX OF A PERSON APPEARING IN CERTIFICATE OF LIVE BIRTH

The guidelines contain specific instructions on how to implement Administrative Order No.1 series of 2012 otherwise known as the Rules and Regulations Governing the Implementation of R.A.10172 which took effect on November 22, 2012.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA & CCR copy of Birth Certificate (2 Photocopies)		Philippine Statistics Authority		
Baptismal Certificate (2 Photocopies)		Cathedral		
School Record (2 Photocopies)		Deped/ School		
NBI Clearance (2 Photocopies)		NBI		
Police Clearance (2 Photocopies)		Philippine National Police – City of Imus, beside Imus Cathedral		
Clearance Certificate of no pending administrative or criminal case from employment (if employed) (2 Photocopies)		Client's employer		
Affidavit of Non-Employment (if not employed) (2 Photocopies)		Notary Public		
Marriage Contract (if married) (2 Photocopies)		Philippine Statistics Authority		
Government-issued ID (2 Photocopies)		Client		
Affidavit of publisher with newspaper clipping (2 Photocopies)		Publisher		
For Petition for Correction of Sex				
PSA & CCR copy of Birth Certificate (2 Photocopies)		Philippine Statistics Authority		
Baptismal Certificate (2 Photocopies)		Cathedral		
School Record (2 Photocopies)		Deped/ School		
NBI Clearance (2 Photocopies)		NBI		
Police Clearance (2 Photocopies)		Philippine National Police – City of Imus, beside Imus Cathedral		
Clearance Certificate of no pending administrative or criminal case from employment (if employed) (2 Photocopies)		Client's employer		
Affidavit of Non-Employment (if not employed) (2 Photocopies)		Notary Public		
Marriage Contract (if married) (2 Photocopies)		Philippine Statistics Authority		
Medical Certification (2 Photocopies)		City Health Office		
Note: Transmittal of Petition to PSA. Follow –up after 2 months.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. File and submit required petition.	1.1 Checking of submitted supporting documents. 1.2 Issuance of order payment.	None None	5 minutes	Alfredo S. Monroy Jr. Joselito S. Camia Ariel Mari C. Camerino
2. Payment of fees at City Treasurer's Office.	2.1 Receive payment.	Php 3000.00 (RA 10172)	5 minutes	City Treasurer's Office's assigned Window/s
3. Present the Official Receipt (OR) and receive the claim stub.	3.1 Prepares petition and ask the petitioner to sign.	None	20 minutes	Alfredo S. Monroy Jr.
	3.2 Give the petitioner a stub as to how and when to follow up the petition.	None		
	3.3 Review and sign the petition.	None		Violeta P. Sañez City Civil Registrar
	3.4 Publication for CFN and posting for clerical error.	None	2 consecutive weeks (stop time)	
	3.5 Transmittal of petition to Philippine Statistics Authority.	None	2 months (stop time)	
4. Present claim stub and claim the document.	4. Release the document.	None	2 minutes	Alfredo S. Monroy Jr.
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 3000.00	2 months, 2 weeks, 32 minutes	

NOTE: According to RA 9048: Subject for publication at least once a week for two (2) consecutive weeks in a newspaper of general circulation.



11. REGISTRATION OF FOUNDLING/ABANDONED CHILDREN

A foundling is a deserted or abandoned infant or child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage or abandoned infant or child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Foundling		Department of Social Welfare and Development		
Police Report		PNP		
Affidavit of finder stating the facts and circumstances surrounding the finding of the child		Department of Social Welfare and Development		
Barangay Report		Respective Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1.1 Receive and evaluate the documents.	None	5 minutes	Randy B. Gonzales
	1.2 Check and sign for approval.	None	5 minutes	Violeta P. Sañez City Civil Registrar
2. Claim the document	2. Register and release the document.	None	2 minutes	Randy B. Gonzales
Fill-out Client Satisfaction Rating Form				
TOTAL		None	12 minutes	



12. REGISTRATION OF SUPPLEMENTAL REPORT

Supplemental report of birth/death/marriage is an additional report of birth filed for the purpose of supplying information that was omitted at the time the birth, death and marriage was originally registered.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit for Supplemental Report		Notary Public		
PSA Birth Certificate/Death Certificate/Marriage Certificate		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Check and verify the requirements.	None	3 minutes	Gladys V. Gonzales Alfredo S. Monroy Jr.
	1.2 Issuance of order payment			
2. Payment of fees at City Treasurer's Office.	2. Receive payment.	Php 200.00	5 minutes	City Treasurer's Office's assigned Window/s
3. Present the Official Receipt (OR) and claim the document.	3.1 Prepare supplemental report and endorsement letter.	None	5 minutes	Gladys V. Gonzales Alfredo S. Monroy Jr.
	3.2 Review and sign the documents.	None	5 minutes	Violeta P. Sañez City Civil Registrar
	3.3 Sort and file the supplemental report.	None	3 minutes	
	3.4 Release the document.	None	2 minutes	
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 200.00	17 minutes	



13. ISSUANCE OF AUTHENTICATED CIVIL REGISTRY DOCUMENTS SUCH AS BIRTH, MARRIAGE, DEATH CERTIFICATE AND CERTIFICATE OF NO MARRIAGE (CENOMAR)

Application made in person by the owner or by his/her representatives will be received at different Census Serbilis Centers.

OFFICE OR DIVISION	City Civil Registrar's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents/ Non-Residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth, Marriage and Death Certificate		Philippine Statistics Authority		
Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Philippines Statistics Authority (PSA) form.	1.1 Check if information is complete and readable. 1.2 Issuance of order payment.	None	5 minutes	Maricia S. Gonzales Mary Grace Del Rosario; Debbie Jane Melo
2. Payment of fees at City Treasurer's Office.	2. Receive payment.	Processing Fee – Php 100.00 PSA - Birth, Marriage and Death Certificate – Php 155.00 CENOMAR – Php 210.00	5 minutes	City Treasurer's Office assigned Window/s
3. Present Official Receipt (OR) and claim PSA Copy of document.	3.1 Process the document. 3.2 Release the document.	None None	5 minutes 2 minutes	Maricia S. Gonzales Mary Grace Del Rosario; Debbie Jane Melo
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on purpose	17 minutes	

