

## OFFICE OF THE CITY CIVIL REGISTRAR

## **External Services**

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#### 1. TIMELY REGISTRATION OF BIRTH

Registration of Birth Certificate within the reglementary period of 30 days.

Office or Division:	Office o	f the City Civil	Registrar		
Classification:	Simple				
Type of Transaction: G2C					
Who may avail:	Who may avail: All (Born in Meycaua)				
CHECKLIST	<b>OF REQUIREM</b>	ENTS		WHERE TO SECURE	
1. Duly Accomplished	l Municipal Form	No.102 (4		Office/Hospitals/Lying-in	
original copies)				enters in Meycauayan	
2. Marriage Contract	(1 original and 1	photocopy)	Any Civil Registi	rar offices, PSA Offices/outlets	
(for married parents) 3. Community Tax Co	ertificate of Paren	ts (Cedula)	Any City/Municip	pal Treasury offices/Barangay Hall	
4. Notarized Affidavit Father (AUSF), pursua copies) (for unmarried	ant to R.A. 9255		Any Legal Office	es/Notary Public	
<ol> <li>Notarized Affidavit of Paternity found at the 102 (for unmarried parties)</li> </ol>	ne back portion or ents)	f Form No.	Any Legal Office	•	
6. Government Issue (1 photocopy each)		ard of Parents	BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit the duly accomplished Birth Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar	
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I	



3. Present the Official Receipt.	3. Attach receipt, prepare and register the certificate.	None	5 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar
				Office of the City Civil Registrar
4. Receive Certificate.	4. Release Certificate.	None	1 minute	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	TOTAL:	PHP 50	16 Minutes	

## 2. TIMELY REGISTRATION OF MARRIAGE

Registration of Marriage Certificate within the reglementary period of 15 days.

Office or Division:	Office of	Office of the City Civil Registrar				
Classification:	Simple	Simple				
Type of Transactio	n: G2C					
Who may avail:	All (Sol	emnized in Meyo	cauayan)	auayan)		
CHECKLIST	FOF REQUIREN	MENTS	WI	HERE TO SECURE		
1. Duly Accomplishe	ed Municipal Fo	rm No.97 (4	Civil Registrar's	s Office, Churches,		
original copies)			Solemnizing Of	fices, other Religious Sectors		
			in Meycauayan			
2. Request to Solemnize Marriage outside Church (if civil wedding) (1 photocopy)			Any Legal Offic	Any Legal Offices/Notary Public		
3. Authority to Solen			Any Solemnizing Offices			
Officer (if civil wedding	•	y)				
4. Marriage License	(1 photocopy)		Any Civil Registrar Offices			
5. Actual Photo of M	arriage Ceremo	ony (1 original,	Provided by the client			
1 photocopy)		<b>,</b>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit the duly	1. Review	None	3 Minutes	Ma. Rowena F. Raroque		
	the			Registration Officer III		
Marriage Certificate				Raquel R. Abuan Registration Officer III		
	submitted.			Ma. Teresa M. Aguilar		
requirements.				Asst. Registration Officer		
				Office of the City Civil Registrar		



	2. Prepare and register the Certificate.	None	5 Minutes	Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	2.1. Release Certificate.	None	1 minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	None	9 Minutes	

### 3. TIMELY REGISTRATION OF DEATH CERTIFICATE

Registration of Death Certificate within the reglementary period of 30 days.

Office or Division	):	Office of the City Civil Registrar					
Classification:		Simple					
Type of Transact	ion:	G2C					
Who may avail:		All (Deaths)					
CHECKLIST OF	REQUI	REMENTS		WHERE	TO SECURE		
	y Accomplished Municipal Form 3 (4 original copies)			Civil Registrar's office/Hospitals/Funeral Services/Health Centers in Meycauayan			
2. Burial or Transfe Permit	er or Cr	emation	Office the City Health Officer of Meycauayan				
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Rev docum submit		None	3 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar		
	Prepregister     Certific		None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar		



					Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	a.	Release Certificate.	None	1 minute	Luzviminda S. Camba Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
		TOTAL:	None	9 Minutes	

#### 4. LATE REGISTRATION OF BIRTH

Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar				
Classification:	Highly Technical				
Type of Transaction:	G2C				
Who may avail:	All (Born in Meycau				
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
1. Duly Accomplished Municipal	Form No.102 (4	Civil Registrar's Office, Hospitals, Lying-in			
original copies)	,	Clinics, Health Centers in Meycauayan			
2. Philippine Statistics Authority of No Record (for 3 years old-up		PSA Offices, PSA outlets			
3. Baptismal Certificate (1 origin	al, 1 photocopy)	Church were the child/registrant was baptized			
4. Barangay Certification for Lat original and 1 photocopy)	e Registration (1	Barangay were the child/registrant was born			
5. School record (Form 137) (1 photocopy)	original, 1	School were the child/registrant studied			
6. Marriage Contract of Parents	or Registrant	Any Civil Registrar offices, PSA Offices/outlets			
7. Community Tax Certificate of Registrant (if aged 18-up) (1 orig		Any Office of the City/Municipal Treasurer, Barangay Hall			
8. Voter's Certification (1 original Registrant aged 18-up)	al, 1 photocopy) (for	Comelec Office Meycauayan			
9. Insurance Policy (GSIS/SSS/original, 1 photocopy) (for Regist		GSIS/SSS/Phillhealth Offices			



10. Passport (1 original, 1 photocopy)  11. Mayor's/Police/NBI Clearance (1 original, 1 photocopy) (for Registrant aged 18-up)  12. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)  13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)  14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102 (for 0-17 years old registrant)  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  AGENCY FEES TO BE PAID  1. Submit the duly accomplished Birth documents and corrected with complete requirements.  2. Proceed to the Cashier Window at the Office of the City issue order of payment.  PROCESSING  Administrative Aide I  Michelle A. Lanozo Canior  Administrative Aide I  Michelle A. Lanozo Senior  Administrative Aide I  Michelle A. Lanozo Se		APAN 2006 B					
Detocopy) (for Registrant aged 18-up)   12. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)   31. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)   41. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)   51. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102 (for 0-17 years old registrant)   52. Notarized Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants   71. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)   1. Review Actions   PAID   1. Review Actions   PAID   1. Review Accomplished Birth Certificate with complete requirements.   2. Receive payment.   2. Receive payment.   2. Receive payment and the Office of the City Treasurer for payment.   2. Receive payment.   2. Receive payment.   2. Receive payment and the Office of the City Treasurer for payment.   3. Prepare the   None   10 Minutes   Ma. Teresa M. Aguilar   3. Present the   3. Prepare the   None   10 Minutes   Ma. Teresa M. Aguilar   3. Present Aguilar   3. Present the   None   10 Minutes   Ma. Teresa M. Aguilar   None	10. Passport (1 origin	nal, 1 photocopy)	DFA offices				
Any Legal Offices/Notary Public   Any Legal Offices/Notary Public	•	•	Any LGU/PNP Offices/NBI offices				
(AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)  13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)  14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affinats  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY FEES TO BE ACTIONS  1. Submit the duly accomplished Birth Certificate with Certificate with Complete payment.  2. Proceed to the Cashier Window at the Office of the City Civil Registrar Payment.  2. Proceed to the Cashier Window at the Office of the City Civil Registrar Payment and issue official receipt.  2. Receive payment and issue official receipt.  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Fernandez Administrative Asist. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar			Any Legal Offic	ces/Notary Public			
unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)  13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)  14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants (if aged 18-up) (1 photocopy each)  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  18. Submit the duly accomplished Birth Certificate with Complete requirements.  2. Proceed to the Cashier Window at the Office of the City Tivil Registrar or payment.  2. Receive payment and issue official receipt.  2. Receive payment and issue official receipt.  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar			/				
from August 03, 1988 to March 18, 2004)  13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)  14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registrant)  15. Notarized Affidavit of Delayed Registrant)  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment and the Office of the City Treasurer for payment.  2. Receive payment and issue official receipt.  3. Present the  3. Prepare the  None  10. Many Legal Offices/Notary Public  Any Legal Offi							
13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)  14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  1. Review ACTIONS  1. Review accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at issue order of payment. receipt.  2. Receive payment and issue official receipt.  2. Receive payment and issue official receipt.  3. Present the  3. Prepare the  None  Any Legal Offices/Notary Public	. , ,	•					
unmarried parents (for 0-17 years old registrant)       14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)     Any Legal Offices/Notary Public       15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102     Any Legal Offices/Notary Public       16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants     Any Legal Offices/Notary Public       17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)     BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same       1. Submit the duly accomplished Birth Certificate with complete requirements.     1. Review documents and issue order of payment.     None     5 Minutes     Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar receipt.       2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.     2. Receive payment and issue official receipt.     5 minutes     Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilio Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Aide II Corazon D. Macalinga Administrative Aide II Corazon D. Macalinga Administrative Aide II Orazon D. Macalinga Administrative				Any Legal Offic	ces/Notary Public		
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Form No. 102 (for 0-17 years old registrant)  15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment.  PHP 100  S minutes  Dominica I. Lagpao Administrative Aide II Officel of the City Civil Registrar to Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aside I  3. Present the  3. Prepare the  None  Any Legal Offices/Notary Public  BIR, Pos Office, DFA, LTO, SS, Philheath, PRC, Comelec and the same  BIR, Pos Office of the City Civil Registration Officer  Nome D, Notar D, Park D, Park	_		• \				
15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants 17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)    CLIENT STEPS   ACTIONS   FEES TO BE ACTIONS   PAID   TIME	• • •	•					
Birth found at the back portion of Form No. 102  16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment.  2. Receive payment and issue official receipt.  PHP 100  S minutes  Dominica I. Lagpao Administrative Aide II Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zufliga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  Any Legal Offices/Notary Public  Any Legal Offices/Notary Public  Any Legal Offices/Notary Public  Any Legal Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  PROCESSING TIME  S Minutes  Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide I Michelle A. Lanozo Senior Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I				Any Legal Office	ces/Notary Public		
16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment.  PHP 100  S minutes  S minutes  Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  Any Legal Offices/Notary Public  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office of the City PRC, Comelec and the same  BIR, Post Office of the City PRC, Comelec and the same  BIR, Post Office of the City PRC, Comelec and the same  BIR, Post Office of the City PRC, Comelec and the same  BIR, Post Office of the City PRC, Co		,	,	, . 5	, , , , , , , , , , , , , , , , , , , ,		
original copies) with 1 photocopy of id of affiants  17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  PARCESSING TIME  None  S Minutes  S Minutes  Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar  Dominica I. Lappao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Bailio Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  None  10 Minutes  MIR. Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same  BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same				Any Legal Office	ces/Notary Public		
17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)    CLIENT STEPS   AGENCY ACTIONS   FEES TO BE PAID   TIME				, ,	,		
Parents or Registrant (if aged 18-up) (1 photocopy each)  CLIENT STEPS  AGENCY ACTIONS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  PHP 100  PHP 100  S minutes  AGENCY ACTIONS  1. Review documents and issue order of payment.  PHP 100  S minutes  Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Aide I Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  PRC, Comelec and the same  PROCESSING TIME  PRROCESSING TIME  PROCESSING TIME  Asst. Registration Officer Nomer D. Nolasco Administrative Aide I  S minutes  Dominica I. Lagpao Administrative Aide I  Michelle A. Lanozo Senior Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. Ill Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  10 Minutes  Maricel C. Villacorta  Asst. Registration Officer Nomer D. Nolasco Administrative Aide I  Michelle A. Lanozo Senior				BIR, Post Offic	e, DFA, LTO, SSS, Philhealth,		
Each)  CLIENT STEPS  AGENCY ACTIONS  1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  PHP 100  S minutes  AGENCY ACTIONS  1. Review documents and issue order of payment.  PHP 100  S minutes  Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  PROCESSING TIME  PERSON RESPONSIBLE  PROCESSING TIME  PARID  PERSON RESPONSIBLE  PROCESSING TIME  PARID  PERSON RESPONSIBLE  PROCESSING TIME  PARID  PERSON RESPONSIBLE  PARID  PERSON RESPONSIBLE  PARID  PERSON RESPONSIBLE  Asst. Registration Officer Nomer D. Nolasc. Past. Registration Officer Nomer D. Nolasc. Registration Officer Nomer D. Nolasc. Past. Registration Officer Nomer D. Nolasc. Registration Officer Nomer D. Nolasc. Registration Officer Nomer D. Nolasc. Past. Registration Officer Nomer D. Nolasc. Registration Officer Nomer D. Nomer D. Nolasc. Registration Officer Nomer D. Nolasco. Administrative Aide I Michelle A. Lanozo Senior Ad	Parents or Registrant	(if aged 18-up) (	1 photocopy				
1. Submit the duly accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receipt.  2. Receive payment and issue official receipt.  3. Present the  3. Prepare the  None  TIME  PERSON RESPONSIBLE  Maricel C. Villacorta  Asst. Registration Officer  Nomer D. Nolasco  Administrative Aide II  Office of the City Civil Registrar  Dominica I. Lagpao  Administrative Aide I  Michelle A. Lanozo Senior  Admini. Asst. I  Ethel B. Zuñiga  Administrative Assistant V  Jestoni T. Balilo  Assistant City Accountant  Rose M. Nito  Ticket Checker  Teresa M. Fernandez  Administrative Asst. III  Corazon D. Macalinga  Administrative Aide I  3. Present the  3. Prepare the  None  10 Minutes  Ma. Teresa M. Aguilar	each)			,			
accomplished Birth Certificate with Certificate with Certificate with Complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment and issue official receipt.  PHP 100  5 minutes Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the None  10 Minutes  Ma. Teresa M. Aguilar	CLIENT STEPS				PERSON RESPONSIBLE		
accomplished Birth Certificate with complete requirements.  2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment.  2. Receive payment and issue official receipt.  PHP 100  5 minutes Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the None  10 Minutes  Ma. Teresa M. Aguilar	1. Submit the duly	1. Review	None	5 Minutes	Maricel C. Villacorta		
Complete requirements.  2. Proceed to the Cashier Window at the Office of the City Dayment and issue official receipt.  2. Receive payment and issue official receipt.  PHP 100  5 minutes  Dominica I. Lagpao Administrative Aide II Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  10 Minutes  Ma. Teresa M. Aguilar	accomplished Birth	documents and					
requirements.  2. Proceed to the Cashier Window at the Office of the City Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  Office of the City Civil Registrar  Office of the City Civil Registrar  Dominica I. Lagpao Administrative Aide I  Michelle A. Lanozo Senior Admin. Asst. I  Ethel B. Zuñiga Administrative Assistant V  Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker  Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I	Certificate with	issue order of					
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.  2. Receive payment and issue official receipt.  PHP 100  5 minutes  Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  10 Minutes  Ma. Teresa M. Aguilar	complete	payment.					
Cashier Window at the Office of the City Treasurer for payment.  Payment and issue official receipt.  Payment and issue official Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  Payment and issue official Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  Payment and issue official receipt.	requirements.				Office of the City Civil Registrar		
the Office of the City Treasurer for payment.  Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  None  10 Minutes  Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I	2. Proceed to the	2. Receive	PHP 100	5 minutes	J.		
Treasurer for payment.  Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the  3. Prepare the  None  10 Minutes  Ma. Teresa M. Aguilar	Cashier Window at	payment and					
Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes  Ma. Teresa M. Aguilar	the Office of the City	issue official					
Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar	Treasurer for	receipt.					
Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar	payment.						
Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar							
Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar							
Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar							
Administrative Asst. III Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar					Ticket Checker		
Corazon D. Macalinga Administrative Aide I  3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar							
3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar							
3. Present the 3. Prepare the None 10 Minutes Ma. Teresa M. Aguilar					_		
	0. D	0.00	NI.	40.84: /			
ILITTICIAL RECOIDT IL CAMITICATA AND I I ASSUMEDISTRATION CONTINUES		•	None	10 Minutes	_		
5 M 1	Official Receipt.	Certificate and					
Administrative Aide II							
stub.  Stub.  Office of the City Civil Registrar		Stub.					



	3.1. Post the application form at the bulletin board.	None	10 days	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2 . Register the Certificate.	None	2 Minutes	Maricel C. Villacorta Asst. Registration Officer Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Robert P. Geronimo Administrative Officer I Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
Present claim stub.	4. Release Certificate.	None	1 Minute	Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

#### 5. LATE REGISTRATION OF MARRIAGE

Late Registration of Marriage Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All (solemnized in Meycauayan)			
CHECKLIST (	OF REQUIREMENTS	WHERE TO SECURE		
1. Original Copy or Certific	ed Copy of Marriage Certificate	Civil Registrar's Office		
(1 copy)				
2. Philippine Statistics Aut	hority (PSA) -Certificate of No	PSA Offices/ outlets		
Record (1 original)				
3. Certificate of No Marria	ge (CENOMAR) (1 original copy	PSA Offices/outlets		
each)				



					CAUAYAN 2006 BULE
4. Affidavit of Late Registration of Marriage (1 original)				Any Leg	al Offices/Notary Public
5. Wedding Pictures (original and photocopy)				To be pr	ovided by the client
6. Certificate of Live photocopy)	Birth of Children (d	original and		Any Civi	l Registrar's Offices
				Any Civi	Registrar's Offices
Note: Additional Red	uirements If there'	s NO Copy o	of Marria	age Certifi	cate
1. Execute an Affida marriage (1 original)	vit stating the com	plete details	of	Any Leg	al Offices/Notary Public
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		ESSING IME	PERSON RESPONSIBLE
Submit the duly accomplished Marriage Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 M	inutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City	2. Receive payment and issue official receipt.	PHP 100	5 m	inutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I

Marriage Certificate with complete requirements.	issue order of payment.			Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
Present the     Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	3.1. Post the application form at the bulletin board.	None	10 days	Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla



				City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Or Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

#### 6. LATE REGISTRATION OF DEATH CERTIFICATE

Office or Division: Office of the City Civil Pegistrar

Late Registration of Death Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the	Office of the City Civil Registrar				
Classification:	Highly Techr	Highly Technical				
Type of Transaction	: G2C	G2C				
Who may avail:	All (Deaths i	All (Deaths in Meycauayan)				
CHECKLIST OF REQUIREMENTS			W	HERE TO SECURE		
1. Duly Accomplished I	Municipal Form No	.103 (4	•	Office, Hospitals, Funeral		
original copies)			Services in Meyo			
2. Affidavit of Late of R			Any Legal Office	•		
3. Philippine Statistics	Authority (PSA) -C	ertificate of No	PSA Offices/outl	ets		
Record (1 original)						
4. Picture of Tombston	e (Lapida) (1 copy)	)	Cemetery were t	he cadaver buried		
5. Community Tax Cert	ificate (Cedula) of	the Petitioner	Any Barangay Hall, Office of the City/Municipal			
(1 original, 1 photocopy)	)		Treasurer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar		
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo		



	· · · · · · · · · · · · · · · · · · ·	<del></del>	1	
	TOTAL:	PHP 100	23 Minutes + (10 days	
stub.	Certificate.		00 Min 4	Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
4. Present claim	4. Release	None	1 minute	Office of the City Civil Registrar Luzviminda S. Camba
				Ma. Teresa M. Aguilar Asst. Registration Officer Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III
	3.1. Post the application form at the bulletin board.	None	10 days	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar



## 7. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF BIRTH/MARRIAGE/DEATH CERTIFICATE

The copy of civil registry document from the Office of the Local Civil Registrar is being certified.

Office or Division:	Office o	f the City Civil Re	gistrar	
Classification:	Simple			
Type of Transaction	on: G2C			
Who may avail:	All (Birth	n, Marriage, Deat	h in Meycauayar	n)
CHECKLIS	ST OF REQUIRE	MENTS	W	HERE TO SECURE
Government Issu     the document, ne     requester is not tl     document)	arest kin/authoriz	ed person (if the		, DFA, LTO, SSS, Philhealth, Comelec and the same
Authorization Letter     from the authorization	-	-	Handwritten Lett Legal Offices	er from the authorizing person,
For Death Certifice     with 1 photocopy     and of the person     keen is not availar	cates, Original Au of the valid ID of being authorize	horization letter the nearest keen	Provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the filled-up verification slip/query slip.      Proceed to the Cashier Window at	<ol> <li>Search and verify requested document/s and issue order of payment.</li> <li>Receive payment and issue official.</li> </ol>		5 Minutes 5 minutes	Nomer D. Nolasco Administrative Aide II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar  Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo
the Office of the City Treasurer for payment.	issue official receipt.			Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt at the Receiving Window	3. Prepare the Certified True Copy/Photocop	None y	5 Minutes	Nomer D. Nolasco Administrative Aide II Robert P. Geronimo



at the Civil	of Certificate for			Administrative Officer I
Registrar.	signature.			Ma. Rowena F. Raroque
J. T. G. T.	J. G. Tarran			Registration Officer III
				Raquel R. Abuan
				Registration Officer III
				Julieta Conquilla-Montevilla
				City Civil Registrar
				Office of the City Civil Registrar
4. Receive	4. Release the	None	1 Minute	Nomer D. Nolasco
Certified True	Certified True			Administrative Aide II
Copy/Photocopy	Copy/ Photocopy			Maricel C. Villacorta
of Certificate.	of Certificate.			Asst. Registration Officer
or cortinoator	or continuator			Office of the City Civil Registrar
	TOTAL:	PHP 50	16 Minutes	

# 8. REGISTRATION OF LEGITIMATION/ACKNOWLEDGEMENT OF PATERNITY

The process of changing a child's status from being illegitimate (born out of wedlock) to legitimate.

Office or Division:	Office of the City Civil F	Registrar			
Classification:	Complex				
Type of Transaction:	G2C				
Who may avail:	All (Born in Meycauaya	n)			
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE			
1. Certificate of No Marriage of F (1 original)	Parents (CENOMAR)	PSA Offices/outlets			
<ol> <li>Certificate of Marriage of Pare (1 original)</li> </ol>	ents (PSA copy)	PSA Offices/outlets			
3. Affidavit of Legitimation execution (1 original)	ited by both parents	Any Legal Offices/Notary Public			
4. Birth Certificate of Child (PSA	copy) (1 original copy)	PSA Offices/outlets			
5. Insurance Policy (GSIS/SSS/I	Philhealth)	GSIS, SSS, Philhealth			
(1 original, 1 photocopy)					
6. Government issued ID of pare	ents	BIR, Post Office, DFA, LTO, SSS,			
(1 original and 1 photocopy each	า)	Philhealth, Pag-ibig, PRC, Comelec			
Note: Requirements For Acknow	vledgment of Paternity:				
Notarized Affidavit of Admission of Paternity		Any Legal Offices/Notary Public			
(1 original copy)					
2. Notarized Affidavit to use the surname of father		Any Legal Offices/Notary Public			
(1 original copy)					
3. Baptismal Certificate (1 origin	al, 1 photocopy)	Church where the child was baptized			



			1	2003
4. Government issue			BIR, Post Office, DFA, LTO, SSS,	
(1 original and 1 phot				-ibig, PRC, Comelec
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review the submitted documents, Issue order of payment.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	Registration Fee - PHP 300 Certified True Copy of Birth/ PHP 100 (2 copies) Certified True Copy of Legitimation – PHP 150	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt.	3. Prepare Certificate of Registration of Legitimation and Endorsement letter for signature.	None	12 Minutes	Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive the requested document	4. Release the Certificate of Registration, Legitimation, and Endorsement Letter; advise client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
	TOTAL:	PHP 550	29 Minutes	



#### 9. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE

Out-of-town reporting occurs when the certificate is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:		Office of the	City Civil Re	egistrar		
Classification:		Simple	<del>-</del>			
Type of Transaction	on:	G2C				
Who may avail:		All (Meycau	ayan Reside	ents)		
	IST OF RE	QUIREMENTS	3	WHERE TO SECURE		
1. Municipal Form N	No.102 (4 o	riginal copies	s)	Civil Registrar's	Office Meycauayan	
2. Philippine Statist	ics Authorit	y (PSA) - Ce	rtificate of	PSA Offices/outl	ets	
No Record (1 origina						
3. Baptismal Certific					e child was baptized	
4. Voter's Affidavit (				Comelec Office I		
5. Cedula (1 origina					easurer, Barangay Hall	
6. Barangay Cleara				Barangay Halls i		
7. NBI/Police Clear				PNP Offices/NBI		
8. Two Government		entification Ca	ard (original		DFA, LTO, SSS,	
	copy, 1 photocopy each)  9. Marriage Certificate of Parents and/or Registrant (1			Philhealth, Pag-ibig, PRC, Comelec		
			egistrant (1	Civil Registrar's Office where the marriage		
original, 1 photocopy				certificate was registered.		
10. SSS E-1 Form (				SSS Offices Philhealth Office		
11. Philhealth Mem				Philinealth Office	S	
12. School Record photocopy)	(FUIII 137)	( i original, i		School where the	e registrant studied	
13. Notarized Joint	Affidavit of	Two Disinter	ested	Legal Offices/No	tary Public	
Persons (1 original)	/ tilldavit of	I WO DISTILLED	CSICG	Legal Offices/140	tary r dolle	
14. Notarized Affida	avit of Late	Registration	(if	Legal Offices/No	tary Public	
Registrant aged 18-		•	ζ		10.19	
			FEES TO	PROCESSING	PERSON	
CLIENT STEPS	AGENCY	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Review	documents	None	15 Minutes	Ma. Teresa M. Aguilar	
complete				10 111111111111111111111111111111111111	Asst. Registration Officer	
requirements.	certificate				Office of the City Civil	
					Registrar	
2. Receive the 2. Sign and issue the None			3 Minutes	Ma. Teresa M. Aguilar		
Certificate of Birth		ficate with			Asst. Registration Officer Julieta Conquilla-	
and attached	attached				Montevilla	
requirements then	requireme	ents and			City Civil Registrar	
mail through					,	



	TOTAL:	None	18 Minutes	
Registrar.				
City/Municipal Civil				
concerned	mailing.			Registrar
courier to	advise client for			Office of the City Civil

#### 10. ISSUANCE OF MARRIAGE LICENSE

A legal document that allows two people in their legal age to get married.

Office or	Office of the City Civil Registrar				
Division:	I limbly To abolical				
Classification:	Highly Technical G2C				
Type of Transaction:	G2C				
	All (at least one of the sounds is a	resident of Mayasusyan)			
	All (at least one of the couple is a ST OF REQUIREMENTS	WHERE TO SECURE			
	rom PSA/NSO (1 original copy	Any Civil Registrar's Offices, PSA			
and 2 photocopies ea	` <del>-</del>	Offices/outlets			
	Marriage (CENOMAR) (1 original	PSA Offices/outlets			
copy and 2 photocop					
	ndance for Pre-Marriage	City Health Office and City Nutrition and			
	nily Planning Seminar (every	Population Office			
Thursday)	, , ,	·			
4. Cedula ( Address	should be the place where you	Office of the City/Municipal Treasurer,			
	nths) (1 original copy and 2	Barangay Hall			
photocopies each)					
	ow/widower, bring Certified True	Any Civil Registrar Offices			
,	n Certificate of deceased spouse				
(1 copy)	(0	DL 4 O4 II			
6. 1x1 recent photo	(2 copies each)	Photo Studios			
Note: If applicant's p	orevious marriage is annulled, bring	ı:			
1. Certificate of Fina	ality (1 original and 2 photocopies)	Regional Trial Court			
2. Court Decision (1	original and 2 photocopies)	Regional Trial Court			
3. Annotated Marria	ge Certificate (1 original and 2	PSA Offices/outlets			
photocopies)					
	Note: Personal appearance of both applicants				
	Note: Personal Appearance of parent/guardian for 18-24 years old applicants bring valid id (1				
original).	original).				
Note: If Foreign app	licants (Personal appearance of ap	pplicants):			
	om their Embassy in the	Respective Embassy in the Philippines			
Philippines (1 original	al and 2 photocopies)				
<u> </u>		<u>l</u>			



2. Certificate of Divo 2 photocopies)	orce (if applicable) (1	original and	Court in their respective country		
	ationals who married	and divorced	d a Filipino nationals bring:		
1. Approved Judicial Recognition of Foreign Decision			Regional Trial Court		
	(1 original and 2 photocopies)				
2. Certificate of Fina	ality of the Decision (1	original and	Regional Trial C	Court	
2 photocopies)		_			
3. Annotated Marria original and 2 photos	ge Certificate from the	e PSA (1	PSA Offices/out	tlets	
	of the deceased spou	ise if	Any Civil Regist	rar offices, PSA	
	idower (1 original and		Offices/outlets	. di 0111003, 1 07 (	
photocopies)	(	- <del>-</del>			
	nal and 2 photocopies	)	DFA Offices		
6. Latest arrival (1 c	original and 2 photoco	pies)	Provided by the	client	
7. 1x1 most recent p	ohoto (2 pieces each)		Photo studios		
8. Certificate of Atte	ndance for Pre-Marria	age	City Health Office	ce and City Nutrition and	
_	nily Planning Seminar	(every	Population Office	e of Meycauayan	
	Thursday)				
When a Foreigner h	as no Embassy or Co	onsulate in the	Philippines:		
1. Affidavit of Legal	Capacity to Contract	Marriage (1	Notary Public (p		
original copy)			Meycauayan City)		
	his/her country has no		DFA		
of Consulate in the F of Foreign Affairs (1	Philippines from the Doniginal copy)	epartment			
	1	FFFC TO	DDOCECCIN	I	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Fill-up	Review entries	None	20 Minutes	Raquel R. Abuan	
application form	of the documents			Registration Officer III	
and attach	submitted,			Ma. Rowena F. Raroque Registration Officer III	
complete	And issue order of			Rodel A. Jurado	
requirements.	payment.			Administrative Asst. II	
				Office of the City Civil	
				Registrar	
2. Proceed to the	2. Receive	PHP 300	5 Minutes	Dominica I. Lagpao	
Office of the	payment and issue			Administrative Aide I	
City Treasurer	official receipt.			Michelle A. Lanozo	
for payment.	'			Senior Admin. Asst. I	
				Ethel B. Zuñiga	
				Adminitrative Assistant V	
				Jestoni T. Balilo	
				Assistant City Accountant Rose M. Nito	
				Ticket Checker	



	TOTAL:	PHP 300	37 minutes + (10 days posting)	
6. Present claim stub and receive the Marriage License.	6. Release Marriage License.		1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	5.1. Post Notice in bulletin board at Meycauayan City Hall.		2 minutes (10 days posting period)	Rodel A. Jurado Administrative Assistant II Office of the City Civil Registrar
5. Present the Pre-Marriage Counselling and Family Planning Seminar Certificates with other requirements; receive Claim Stub.	5. Prepare Notice of Posting, and issue claim stub.	None	3 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
4. Receive Application for Marriage License and proceed to the Pre-Marriage Counselling and Family Planning Seminar.	4. Release Application for Marriage License.	None	2 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
3. Present Official Receipt	3. Prepare Application for Marriage License and notify clients for the Pre- Marriage Counselling and Family Planning Seminar.	None	5 Minutes	Administrative Asst. III Corazon D. Macalinga Administrative Aide I Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
				Teresa M. Fernandez



## 11. ISSUANCE OF MARRIAGE AFFIDAVIT (ARTICLE 34)

Is intended to make it easy for couples who have actually cohabited as husband and wife for at least five (5) years to get married without the necessity of a marriage license.

Office or Division:	Office of the City Civil Registrar				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	Resident Only				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Birth Certificate of Applicar	its (1 original and 2	PSA Offices/outlets			
photocopies)					
2. Certificate of No Marriage (	, , ,	PSA Offices/outlets			
copy and 2 photocopies each)					
3. Barangay Certification (Livi	<u> </u>	Barangay Hall			
and wife for 5 years and above					
4. Birth Certificate or Baptism	al Certificate of eldest child	Church where the child was baptized,			
(1 original and 2 photocopies)		Civil Registrar offices			
5. If applicant is widow/widow		Any Civil Registrar Offices			
Copy (CTC) of Death Certifica	te of deceased spouse (1				
original and 2 photocopies)					
6. Latest Cedula (1 original ar	nd 2 photocopies each)	Barangay Hall/City/Municipal			
		Treasurer			
7. 1x1 recent photo (2 copies	,	Photo Studios			
Note: If applicant's previous marriage is annulled, bring:					
1. Certificate of Finality (1 original contents of the content		Regional Trial Court			
2. Court Decision (1 original a	. , ,	Regional Trial Court			
3. Annotated Marriage Certific	cate (1 original and 2	PSA Offices/outlets			
photocopies)					
Note: Developed appearance a	f bath appliagnts /psuct ba 22	) veere old and above)			

Note: Personal appearance of both applicants (must be 23 years old and above)

Note: If Widow/Widower or annulled, the period of the computation of the time of death of the deceased spouse or the time of annulment should be more than five years.

acceased operate of the	acceased spease of the time of annument should be more than two years.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE	
Submit complete requirements.	1. Review entries of the documents submitted, And issue order of payment.	None	20 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar	
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 200	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo	



	TOTAL:	PHP 200	30 Minutes	-
3. Present Official Receipt.	3. Prepare Marriage Affidavit Form and inform the client to go to Notary Public.	None	5 Minutes	Office of the City Treasurer Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
				Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I

### 12. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF LIVE BIRTH)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All (Born in Meycauayan)			
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
1. PSA Copy of Birth Certif	icate (1 original, 2	PSA Offices, PSA accredited outlets		
photocopies)				
2. Local Copy of Birth Certi	ficate (1 original, 2	Civil Registrar's Office		
photocopies)				
3. Baptismal Certificate(1 o	riginal, 2 photocopies)	Church that the child was baptized		
4. Barangay Clearance (1 o	original, 2 photocopies)	Barangay Hall		
5. Notarized Affidavit of Dis	screpancy (1 original, 2	Any Legal Offices/Notary Public		
photocopies)				
6. Marriage Contract of the petitioner (if applicable)		Any Civil Registrar offices, PSA		
(1 original, 2 photocopies)		Offices/outlets		
7. Latest Police Clearance	(1 original, 2 photocopies)	PNP offices		



8 Marriago Contr	act of parents of the po	atitionar (if	Any Civil Day	gietrar offices DSA
_	original, 2 photocopies)	•	Any Civil Registrar offices, PSA Offices/outlets	
	e of Mother/Father (if a		Any Civil Registrar offices, PSA	
original, 2 phot	•	pplicable) (1	Offices/outlets	
	rance of Mother/Fathe	r (if	Barangay Ha	
	original, 2 photocopies)	•	Barangay ric	411
	te of Mother/Father (if		Any Civil Re	gistrar offices, PSA
(1 original, 2 pł	•	αρριισασίο	Offices/outle	_
	e of child/children (if ap	plicable) (1		gistrar offices, PSA
original, 2 phot		p	Offices/outle	
	e of sibling/s (if applical	ble) (1		gistrar offices, PSA
original, 2 phot	•	, (	Offices/outle	<u> </u>
	mployment or Notarize	d Affidavit of	Employer of	the Petitioner/Any Legal
	ent (1 original, 2 photo		Offices/Nota	
	sued ID of parents (if			fice, DFA, LTO, SSS,
	istrant (1 original, 2 ph		Philhealth, P	ag-ibig, PRC, Comelec
	h)/ SSS forms (if appli	cable) (1	Philhealth ar	nd SSS offices
original, 2 phot				
-	port Application (if appl	licable) (1	DFA	
original, 2 phot				
	ool Record (1 original, 2	2	School where the petitioner studied	
photocopies)				
	dency of child (1 origin	al, 2	Barangay Ha	all
photocopies)			01. (1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
	nal, 2 photocopies)			al Treasurer, Barangay Hall
-	nts (if applicable) (1 or	iginal, 2	City/Municipa	al Treasurer, Barangay Hall
photocopies)	· ( A ( ) · · · · · · ( D · ( ) ( ) · · ·	/4	A	Constitution D. L.C.
	of Attorney of Petitione		Any Legal O	ffices/Notary Public
	if the owner is unable	to file the		
petition	of Datitionar (1 arigina	l າ	Apy City/Mus	nicipal Treasurer, Barangay
	of Petitioner (1 origina	1, ∠	, ,	ost Office, DFA, LTO, SSS,
photocopies)				RC, Comelec
	AGENCY	FEES TO	PROCESS	
CLIENT STEPS	ACTIONS	BE PAID	ING TIME	PERSON RESPONSIBLE
1. Submit	Review entries in	None	15 Minutes	Julieta Conquilla-Montevilla
complete	the documents			City Civil Registrar
requirements	submitted and issue			Jayson L. Delino
	order of payment.			Administrative Aide II
O Dropped to	2 December november	DUD 4 000	E minutes	Office of the City Civil Registrar
2. Proceed to	Receive payment and Issue official	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I
the Cashier Window at				Michelle A. Lanozo
the Office of	receipt.			Senior Admin. Asst. I
the City				Ethel B. Zuñiga
tile Oity				



				AN 2008
Treasurer for payment.				Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4.1 Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.2. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
6. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	6. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito



7. Present the Official Receipt.  8. Received complete Finality	7. Prepare Certificate of Finality and Certify Petition Documents. 8. Release Certificate of Finality and	None	20 Minutes  1 Minute	Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar Julieta Conquilla-Montevilla City Civil Registrar Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II
documents.	Certified Petition Documents; Advise client to handcarry the Finality to PSA.			Office of the City Civil Registrar
	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 minutes + (10 days posting period)	

## 13. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF MARRIAGE)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Married in Meycauayan)		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE	
PSA Copy of Marriage Certificate (1 original, 2 photocopies)		PSA Offices, PSA accredited outlets	
Local Copy of Marriage Certificate (1 original, 2 photocopies)		Civil Registrar's office of Meycauayan	



3. Birth Certificate of photocopies)	Husband/Wife (1 or	iginal, 2	Any Civil Registrar offices , PSA Offices/outlets		
Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)			Any Civil Registrar offices , PSA Offices/outlets		
5. Birth Certificate of 2 photocopies)	sibling/s (if applicab	ole) (1 original,	Any Civil Re Offices/outle	gistrar offices , PSA ts	
<ol><li>Birth Certificate of photocopies)</li></ol>	·		Any Civil Re Offices/outle	gistrar offices , PSA ts	
7. Death Certificate of original, 2 photocol	•	applicable) (1	Any Civil Re Offices/outle	gistrar offices , PSA ts	
8. Latest NBI Clearai	. ,	otocopies)	NBI Offices		
9. Latest Police Clea			PNP Offices		
10. Notarized Affidav photocopies)			Any Legal O	ffices/Notary Public	
11. Government Issu	ıed ID (1 original, 2 μ	photocopies)		fice, DFA, LTO, SSS, ag-ibig, PRC, Comelec	
12. Passport/ Passport photocopies)	ort Application (1 ori	ginal, 2	DFA offices		
13. Barangay Cleara	nce (1 original, 2 ph	otocopies)	Barangay Ha	all where they live	
, 0	14. Cedula (1 original, 2 photocopies)			Any City/Municipal Treasurer, Barangay Hall	
15. Cedula and ID of available) (1 origin	•	ner is not	City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec		
16. Special Power of 2 photocopies) if the petition	Attorney of Petition on the owner is unable to		Any Legal O	ffices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE	
Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar	
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III	



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
6. Proceed to the Cashier Window at the Office of the City	6. Receive payment and	PHP 150	5 minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II



	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 Minutes + (10 days posting period)	
8. Received complete Finality documents.	8. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
Treasurer for payment. 7. Present the Official Receipt.	issue Official Receipt. 7. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Office of the City Civil Registrar  Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar

## 14. CORRECTION: CHANGE OF FIRST NAME (R.A. 9048) AND CHANGE OF MONTH AND DAY OF BIRTH, CHANGE OF GENDER (R.A. 10172)

Refers to a mistake committed in the entry in the civil register on the entry of First name or day and month in the date of birth or the sex of the person, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar				
Classification:	Highly Technical				
Type of Transaction:	G2C				
Who may avail:	All (Born in Meycauaya	an)			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
PSA Copy of Birth Certificate (1 original, 2 photocopies)		PSA Offices/outlets			
Local Copy of Birth Certificate (1 original, 2 photocopies)		Civil Registrar's office of Meycauayan			
3. Baptismal Certificate (1 original, 2 photocopies)		Church that the child was baptized			
4. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall			
5. Birth Certificate of Child/Children (at least 2) (1 original, 2 photocopies) (For Change of Name)		Any Civil Registrar offices, PSA Offices/outlets			



6. Marriage Co	ntract (if applicable)	(1 original, 2	Any Civil Registrar offices , PSA Offices/outlets		
photocopies)					
7. Latest NBI C	learance (1 original,	2 photocopies)	NBI Offices		
	: Clearance(1 origina	ıl, 2	PNP Offices		
photocopies)					
	fidavit of Discrepanc	y (1 original, 2	Any Legal Office	s/Notary Public	
photocopies)					
	of Employment or Aff		Any Legal Office	s/Notary Public	
	(1 original, 2 photoc		DID D (0"	DEA 1.TO 000 DI III III	
	nt Issued Identificatio	n Card (2		DFA, LTO, SSS, Philhealth,	
original, 2 ph		// a mississ al. O	Pag-ibig, PRC, C	omeiec	
· ·	Passport Application	(1 original, 2	DFA		
	) if applicable	inal 2	School		
photocopies)	School Record (1 orig	jiriai, Z	SC1001		
	Residency of child		Barangay Hall		
	(1 original, 2 photoco	nies)		al Treasurer, Barangay Hall	
	ealth)/ SSS forms (1		Philhealth and S		
`	(if applicable)	original, 2	Trimioanar and C		
	Publication with new	spaper (1	Publication from national circulating newspaper		
original)		-1 -1 - (	company.		
<u> </u>	wer of Attorney of Pe	titioner (1	Any Legal Offices/Notary Public		
-	notocopies) if the owr	•		•	
file the petition					
Note: Addition	al Requirements for	Correction of Ge	ender		
1. Medical Red	cords (1 original, 2 p	hotocopies)	Any Medical Clin	ic	
2. Medical Cer	rtification from City H	lealth Office (1		e of Meycauayan	
original, 2 phot			,		
Note: Publicat	ion from a national c	irculating newsp	aper for two (2) co	onsecutive weeks.	
CLIENT	AGENCY	FEES TO BE	PROCESSING	PERSON RESPONSIBLE	
STEPS	ACTIONS	PAID	TIME		
1. Submit	1. Review entries	None	15 Minutes	Julieta Conquilla-Montevilla	
complete	in the documents			City Civil Registrar	
requirements	submitted and			Jayson L. Delino Administrative Aide II	
	issue order of			Office of the City Civil Registrar	
0.0	payment.	DUD 0 000		, ,	
2. Proceed	2. Issue official	PHP 3,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A.	
to the	receipt.			Lanozo	
Cashier Window at				Senior Admin. Asst. I	
the Office of				Ethel B. Zuñiga	
the City				Adminitrative Asst. V	
Treasurer for				Jestoni T. Balilo	
payment.				Asst. City Accountant	
Payment.				Rose M. Nito	



				7/AN 2006
				Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and Notice of Publication post notice in the bulletin board at Meycauayan City Hall; advise client to secure an Affidavit of Publication.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Submit Affidavit of Publication and copy of newspaper.	4. Advise client to return after 5 consecutive days posting period.	None	2 Minutes (5 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Present copy of Petition of clerical error.	5. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.		5 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	5.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
6. Bring the Copy of the PSA that containing the clerical error.	6. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar



	1			
7. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	7. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
8. Present the Official Receipt.	8. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar  Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
9. Received complete Finality documents.	9. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	Correction of Birthdate/ Gender/Cha nge of First Name – PHP 3,000 Certificate of Finality Fee - PHP 150	1 hour and 19 minutes + (15 days posting period)	



#### 15. SUPPLEMENTAL REPORT

A supplemental report is used to supply entries or information in the Certificate of Live Birth, Marriage, Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

		T					
Office or Divisio	n:	Office of the Ci	ty Civil Registr	ar			
Classification:		Simple					
Type of Transac	tion:		G2C				
Who may avail:		All (Born, Marri					
		F REQUIREMENT			HERE TO SECURE		
1. Philippine Stat			ertificate (1	PSA Offices	outlets/		
original and 2 pho							
2. Certified True					Local Civil Registrar		
3. Baptismal Cert					e the child was baptized		
4. NBI/Police Cle	arance (*	I original and 2 p	hotocopies)	NBI Offices,	Police offices		
5. Government Is	sued Ide	ntification Card	of registrant	BIR, Post Of	fice, DFA, LTO, SSS,		
and parents (2 ori	ginal and	l 1 photocopy ea	ch)	Philhealth, P	ag-ibig, PRC, Comelec		
6. Voter's Affidav	it (1 origi	nal and 2 photoc	opies)	Comelec Off	ices		
7. SSS E-1 Form	(1 origir	nal and 2 photoc	opies)	SSS Offices			
8. School Record	ls (Trans	cript of Records,	Diploma,	School			
Form 137)		-	-				
9. Affidavit of Sup	plement	al Report (2 Orig	inal copy)	Any Legal Offices/Notary Public			
10. Marriage and	Birth Ce	rtificate of paren	ts for	PSA Offices/outlets			
Supplemental of E	Birth, Mar	riage (1 original	and 2				
photocopies)							
CLIENT STEPS	AGEN	CY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE		
1. Submit complete requirements.	the doc	ew entries in uments ed and issue f payment.	None	5 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar		
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.		eive payment ue official	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III		



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Certificate of Live Birth/Marriage/ Death and Endorsement Letter.	None	15 Minutes	Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
	3.1. Release all the documents. Advise client to hand-carry to PSA thru a courier.	None	2 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 50	27 Minutes	

### 16. INDORSEMENT OF CIVIL REGISTRY DOCUMENTS

Indorsement is a procedure done to assist clients in having a PSA record or a clear PSA record.

Office or Division:	Office of the	City Civil Re	egistrar	ſ			
Classification:	Simple	Simple					
Type of Transaction	G2C						
Who may avail:	All (Born, Di	ed and Marr	ied in N	<i>N</i> eycau	ayan)		
CHECKL	IST OF REQUIREME	NTS			WHERE TO SECURE		
1. Local Copy of Cert	ificate of Birth, Deat	th, and Marria	age (	Civil Re	gistrar's Office of Meycauayan		
(For Advance indorse	ment)						
2. Blurred PSA Copy	of Certificate of Birt	h, Death, and	d F	PSA Of	fices/outlets		
Marriage (For Indorse	ment of Clear Copy	)					
3. Philippine Statistics	s Authority (PSA) - (	Certificate of	No F	PSA Of	fices/outlets		
Record (For Indorsem	ent for Inclusion)						
4. Authorization Lette	er (if the owner or ne	arest kin car	nnot A	Authoriz	zing person, Any Legal		
process indorsement)				Offices/Notary Public			
Note: Feedback Forn	n from PSA stating t	hat the copy	is blur	red and	in need to request an		
indorsement of clear	сору.						
CLIENT STEPS	<b>AGENCY</b>	FEES TO	PRO	CESS	PERSON RESPONSIBLE		
CLILINI SILI S	ACTIONS	BE PAID	ING	TIME	I EKSON KESI ONSIBEE		
1. For Advance	1.Prepare	None	5 Mir	nutes	Nomer D. Nolasco		
indorsement, check	Indorsement				Administrative Aide II		
the entries and	Letter for				Jayson L. Delino		
details in the	Advance copy				Administrative Aide II		
certificate for any	and Certificate				Robert P. Geronimo Administrative Officer I		
		1			/ Millinotrative Officer I		



				14N 2006
discrepancies. then proceed to step no. 5	Civil Registry Document.			Office of the City Civil Registrar
2. For Indorsement of Inclusion, present the PSA Negative Result. While for Indorsement of Clear copy, present the blurred copy of PSA document.	2. Search and verify requested document and Issue order of payment.	None	10 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
3. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	3. Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
	3.1. Prepare the Certified True Copy/Photocopy of Certificate and Indorsement Letter for Inclusion.	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
4. Present Official Receipt.	4. Sign the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
5. Receive the requested documents.	5. Release the Endorsement Letter and its attachment, advise client to send the documents to	None	1 Minute	Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar



PSA thru a courier.			
TOTAL:	PHP 50	5 Minutes (Advance) 22 Minutes (Inclusion/ Blurred)	

#### 17. REGISTRATION OF COURT DECISION

A decision of a court regarding the rights and liabilities of parties in a legal action or proceedings. This includes Correction of Entries, Annulment, Recognition of Foreign Judgement (Divorce), Cancellation of Birth, Presumptive Death, Adoption

Office or Divis	ion:	Office of the City Civil Registrar				
Classification:		Simple				
Type of Transa	action:	G2C				
Who may avail	<b>:</b>	All (Borr	n, Died and got Ma	arried in Meyo	cauayan)	
CHE	CKLIST OF R	EQUIREM	MENTS	WHERE TO SECURE		
1. PSA Copy of	Certificate of	Birth, D	eath, and	PSA Offices	s, PSA accredited outlets	
Marriage						
	Finality and	Court De	cision (2 original		pality where the Court Decision	
copies)				was made	_	
3. Certificate of	•		ourt		pality where the Court Decision	
Decision/Finality				was made		
4. A Certificatio				LCR of the City/Municipality where the		
City/Municipality		ourt Dec	ision was made	Court Decision was made		
(2 original copie		1 - 1 1 - \ A	d - 2 - C - A/-P I	Own an of the decomposite Level		
			uthorization/Valid	Owner of the document; Legal		
ID of the Petition	ner/SPA/ vali	וו וט טו גר	ie Authorizea	Offices/Notary Public		
Representative	1	<u> </u>		PROCES		
CLIENT STEPS	AGEN(	_	FEES TO BE PAID	SING	PERSON RESPONSIBLE	
SIEFS	ACTIO	13	PAID	TIME		
1. Submit	1. Review		None	10	Luzviminda S. Camba	
requirements	equirements documents			Minutes	Administrative Assistant II	
or review. presented. Issue			Ma. Rowena F. Raroque			
	order of payment to			Registration Officer III Office of the City Civil Registrar		
	client. Prepa				Julieta Conquilla-Montevilla	
	Court Decisi				City Civil Registrar	
	Certification,				Office of the City Civil Registrar	
	Certified true	•				
	copies.					



	1	,		
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 500 – Court Decision PHP 1,000 – Annulment PHP 1,000 – Divorce PHP 300 – Adoption PHP 300 – Presumptive Death PHP 50 – CTC PHP 50 – CXC	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Adminitrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt. Receive the Registration of Court Decision and submit to PSA Main Office for endorsement	3. Release Registration of Court Decision and advice client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 600 – Court Decision PHP 1,100 – Annulment PHP 1,100 – Divorce PHP 350 – Adoption PHP 350 – Presumptive Death	17 minutes	