



MUNICIPALITY OF TUBIGON

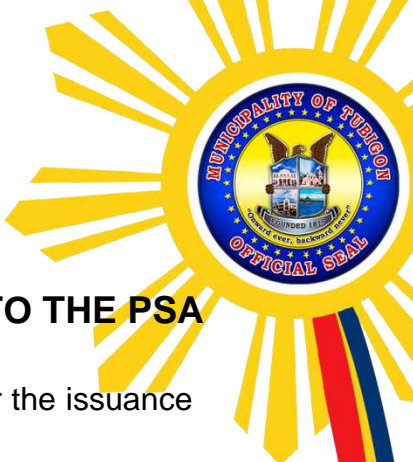
CITIZEN'S CHARTER





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





6. ENDORSEMENT OF CIVIL REGISTRAY DOCUMENTS TO THE PSA

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

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