



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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





3. DELAYED REGISTRATION OF BIRTH (COLB), MARRIAGE(COM) AND DEATH (COD)

-It shall be the responsibility of the nearest of kin or spouse who has knowledge of the death of a person to report the same within 30 days reglamentary period.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. Negative result from PSA</div> <div>2. Joint Affidavit of two disinterested persons w/ Corroboration</div> <div>3. BaptismalCert./Cert. of Dedication</div> <div>4. Marriage/Death Certificate from the church</div> <div>5. School record/Voter’s Cert./SSS/GSIS or any Public documents</div> <div>6. Immunization card</div> <div>7. Barangay certification</div> <div>8. Authorization letter if authorized representative</div> <div>9. ID's of the person who give authority and the authorized person</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div>1. Approach employee in charge and present the documents</div> <div>Wait while the document is being reviewed</div>	<div>Review & evaluate as to the completeness of the documents</div> <div>Verify if no records on file</div>		30 mins.	Rose Dianne Mirasol
	<div>Order the client to pay the corresponding fees @ the MTO:</div> <div>0-15 yrs. old</div> <div>16-20 yrs old</div> <div>21 yrs old & above</div> <div>Subscription fee</div> <div>Secretary’s fee</div>	<div>150</div> <div>250</div> <div>350</div> <div>100</div> <div>60</div>		
	<div>If client wants PSA copy:</div> <div>- Endorsement fee</div> <div>- Breqs service fee</div> <div>- SECPA</div> <div>- Mailing</div>	<div>100</div> <div>200</div> <div>155</div>		
	<div>Present O.R. &</div> <div>Process the documents</div>			
				MTO
				JRS/J&T/ LBC



wait while the document is being process for signature	Let the client affixed his/her signature on the document Advice client to be back after posting for his/her file		12 days	
2. Ask for his/her owner's copy	Release of the owner's copy & client affixed his/her signature in the logbook			
TOTAL:		None	12 days & 30 mins.	

NOTE: 1. Owner's copy will be released on the 2nd working day after the 10 days posting
2. Waiting time for the SECPA is one to two months after endorsement or depending the action taken by the PSA
3. Mailing is subject to change without prior notice by the courier