



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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



13. ISSUANCE OF CENOMAR & SECURITY PAPER(SECPA) OF BIRTH, DEATH & MARRIAGE CERTIFICATE



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. For authorized representative<div>a) SPA/Authorization letter</div><div>b) Valid ID’s of the person who give authority & authorized representative</div></div> <div>Fees:<div><div>BREQS service fee</div><div>200.00</div></div><div><div>SECPA (Birth, Marriage & Death)</div><div>155.00</div></div><div><div>CENOMAR</div><div>210.00</div></div></div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & fill-up application form	Check if all the given information are correct		20 mins.	Rose Dianne Jeaneeva Mae
	Advice client to pay the service fee	200		MTO
	Issue acknowledgment receipt for payment of the SECPA	155		
2. Present O.R.	Advice client to wait for our txt msge or make follow up		15 days	PSA
3. Releasing of the SECPA	Client affixed his/her signature as claimant		5 mins.	LCR personnel
TOTAL:		None	15 days & 25 minutes	