

Office of the City Civil Registrar

PERFORMANCE PLEDGES

HERE, IN THE OFFICE OF THE CITY CIVIL REGISTRAR, WE ARE COMMITTED TO PROVIDE THE HIGHEST POSSIBLE SERVICE PERFORMANCE AND PLEDGE TO ACHIEVE THE FOLLOWING:

FRONTLINE SERVICES	RESPONSE TIME (Per Transaction)	PERSON/S RESPONSIBLE
REGISTER CIVIL REGISTRY DOCUMENTS:		
Birth Certificate	30 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
Marriage Certificate	30 minutes	Alma T. Lara Asst. Registration Officer
Death Certificate	30 minutes	Amelia B. Reguiere Asst. Registration Officer
Registration of Foundlings	35 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
Registration and Processing of Legal Instrument	20 to 30 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
Registration and Processing of Court Order	2 days after	Carmeli Rosalie A. Bermejo Administrative Aide II
Prepares application for marriage license	20 minutes	Alma T. Lara Asst. Registration Officer
Interview applicants and subscribe the application	20 minutes	Alma T. Lara Asst. Registration Officer
Prepares marriage license (after the 10 after 10 days publication period)	20 minutes	Alma T. Lara Asst. Registration Officer
Signs and releases marriage license after 10 days publication	10 minutes	Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar
Accepts late registration of birth, death and marriage	15 to 30 minutes	Noemi R. Clavel Asst. Registration Officer Designated Asst. CCR
Review and signs all registered civil registry record	2 minutes	Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar

CIVIL REGISTRY SERVICES

Requesting a certified copy of birth, marriage, death and Civil Registry Documents on Security Paper

ABOUT THE SERVICE

CIVIL REGISTRY documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the Civil Registrar's Office.

FEES

* Birth Certificate Fee Machine Copy	-	P 20.00/copy
* Marriage Certificate Fee Machine Copy	-	20.00/copy
* Death Certificate Fee Machine Copy	-	20.00/copy
* Certification Fee Birth, Marriage and Death		
	Local -	40.00/set
	Abroad-	70.00/set

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Request</p> <p>Fill up a service request slip and submit it to the employee-in-charge (EIC).</p>	3 minutes	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>
<p>2. Verification</p> <p>LCR staff verifies availability of civil registry documents in their computer database. If the record is not found in the database, a manual search is done.</p>	5 to 15 minutes	<p>Ibaristo Tarasio B. Piansay Administrative Aide VI</p> <p>Lancelot A. Reyes Casual</p>
<p>3. Order of Payment</p> <p>If the record is available, EIC issues an Order of Payment.</p>	5 minutes	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>

<p>4. Payment of Fees</p> <p>Present the Order of Payment to the City Treasurer’s Office (CTO); and pay the required fees. You will be issued an Official Receipt.</p>	<p>5 minutes</p>	<p>LICENSE DIVISION CITY TREASURER ‘S OFFICE</p>
<p>5. Record of Request</p> <p>Go back to the LCR and present your Official Receipt.</p> <p>The O.R. and request are then forwarded to the Record Section.</p>	<p>1 to 2 minutes</p>	<p>Jocelyn V. Sta. Maria Administrative Aide II</p>
<p>6. Preparation of Requested Civil Registry Documents</p> <p>The certified copy of the requested civil registry document is prepared the cortication</p> <p>EIC checks/reviews the correctness of the entries in the civil registry documents.</p>	<p>5 minutes</p>	<p>Rowena A. Aperocho Casual</p> <p>Lalaine R. Hervias Administrative Aide IV</p>
<p>7. Approval of Civil Registrar</p> <p>City Civil Registrar signs the document.</p>	<p>1 minutes</p>	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p>
<p>8. Issuance of Certified Copy</p> <p>Claim the requested document at the releasing window; and sign the logbook.</p>		<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>

REGISTRATION OF LEGAL INSTRUMENTS

ABOUT THE SERVICE

AS A GENERAL rule, all legal instruments concerning registry documents must be registered in the civil registry of the place where they were executed. The following, however, may be registered in the following places:

- * Affidavit of Reappearance – where the parties to the subsequent marriage are residing;
- * Marriage Settlement – where the marriage was recorded
- * Admission of Paternity and Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded

Not falling under the aforementioned exceptions are the following registrable instruments:

- * Acknowledgement
- * Acquisition of citizenship
- * Certificate of legal capacity to contract marriage
- * Option to elect Philippine Citizenship
- * Partition and distribution of properties of spouses and delivery of the children's legitime; and
- * Waiver of right interests of absolute community.

All legal instruments executed abroad shall be registered in the civil registry office of Manila

FEES

- * Registration Fee - P 200.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Presentation of Document Present the required documents to the employee-in-charge (EIC)	1 minute	Carmeli Rosalie A. Bermejo Administrative Aide II
2. Examination of Documents EIC examines the presented documents as to authenticity.	5 to 10 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
3. Payment of Fees Pay the required fees at the City Treasurer's Office.	5 minutes	LICENSE DIVISION CITY TREASURER'S OFFICE

<p>4. Recording of Request</p> <p>Show your Official Receipt to the EIC who records the request in a logbook.</p>	<p>1 minute</p>	<p>Carmeli Rosalie A. Bermejo Administrative Aide II</p>
<p>5. Registration of Legal Instrument and Annotation to the Affected Civil Registry Record</p> <p>EIC enters the legal instrument in Registry Book; and annotates the same to the affected record.</p>	<p>10 to 15 minutes</p>	<p>Carmeli Rosalie A. Bermejo Administrative Aide II</p>
<p>6. Preparation of Annotated Record</p> <p>LCR staff prepares the annotated civil registry record.</p>	<p>10 to 15 minutes</p>	<p>Carmeli Rosalie A. Bermejo Administrative Aide II</p>
<p>7. Release of Documents</p> <p>EIC releases the documents to the client.</p>	<p>1 minute</p>	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>

REGISTRATION OF DEATH CERTIFICATES

ABOUT THE SERVICE

THE SPOUSE or nearest relative who has knowledge of the death of a person – who died without medical assistance – must report the same to within 48 hours.

The City Health Office examines the cause of death, signs the death certificate, and directs the registration of the death certificate with the Office of the Civil Registrar within the reglamentary period of 30 days.

REQUIREMENTS

- * Death Certificate
- * Barangay Certificate (for death occurring outside hospital or clinics or with physicians)

FEES

- * Burial permit fee - - - - P 20.00
- * Transfer of Cadaver - - - - 20.00
- * Entrance of Cadaver - - - - 20.00
- * Exhumation Permit - - - - 20.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Presentation of Documents</p> <p>For deaths outside a hospital</p> <p>Approach the employee-in-charge. Present the Barangay Cortication from the Barangays where the deceased died.</p> <p>The EIC prepares the death certificate.</p>	15 minutes	Amelia B. Reguiere Asst. Registration Officer
<p>2.The City Health Office</p> <p>The City Health Officers Review/examines and signs the document. He/she takes note of the cause of death.</p>	5 minutes	CITY HEALTH OFFICER
<p>4. Payment of Fees</p> <p>Pay the corresponding at the City Treasurer’s Office.</p>	5 minutes	LICENSE DIVISION CITY TREASURER OFFICE

5. Review by the City Health Officer		
6. Examination of Document EIC examines the documents presented. He/she checks if it is properly filled up and is being submitted on time.	1 minutes	Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II
7. Signature of Civil Registrar The Civil Registrar signs the registered death certificate. The LCR keeps copies for and the National Statistics Office. Retrieve your original copy.		Rogelio A. Arcangles Registration Officer III Acting City Civil Registrar
8. Registration of Document Submit the document for registration.	1 minute	Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II
9. Release documents to clients Release the document sign the receiving logbook.	2 minutes	Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II

REGISTRATION OF COURT ORDERS /DECREES AND REQUEST FOR ANNOTATED RECORD

ABOUT THE SERVICE

LIKE OTHER CIVIL registry documents, court decrees concerning the status of a person must be registered functioning, within 10 days after decree/order has become final.

The following are registrable court decrees:

- * Decree of Legal Separation
- * Declaration of Nullity of Marriage
- * Court decisions or orders to correct or change entries in any certificate of birth, marriage or death
- * Declaration of Presumptive Death
- * Repatriation or voluntary renunciation of citizenship
- * Court decision recognizing or acknowledging natural or impugning or denying such recognition or acknowledgment
- * Judicial determination of maternity affiliation

REQUIREMENTS

- * Original/Certified photocopy of the court order
- * Certificate of finality
- * Certificate of court registration issued by the concerned Municipality/City Civil Registrar where the court order was issued

FEES

* Annulment	-	-	-	-	-	P 480 w/stamp
* Adoption	-	-	-	-	-	480 w/stamp
* Correction	-	-	-	-	-	480 w/stamp
* Certified True Copy of Court Order	-	-	-	-	-	20
* Endorsement	-	-	-	-	-	70 or 100
* Certified True Copy of Annotated Record						
* Local	-	-	-	-	-	70
* Abroad	-	-	-	-	-	100 w/ Endorsement

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Presentation of Documents</p> <p>Present the required documents to the employee-in-charge (EIC).</p>	2 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
<p>2. Examination of Documents</p> <p>EIC examines the presented documents for registration and annotation.</p>	2 to 5 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II
<p>3. Payment of Fees</p> <p>Pay the corresponding fees at the City Treasurer's Office</p>	5 minutes	LICENSE DIVISION CITY TREASURER'S OFFICE
<p>4. Registration of Court Order and Annotated on Affected Civil Registry Record</p> <p>Show our Official Receipt to the EIC who enters the court order in the registry book and annotates the same to the record</p> <p>EIC prepares certificate of court registration, annotated civil registry record and certified photocopy of court order. An endorsement letter to the National Statistics Office in Manila is also prepared.</p>	10 minutes 5 to 10 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II Lalaine R. Hervias Administrative Aide IV Leonardo A. Agana, Jr. Administrative Asst. II
<p>5. Review and Approval</p> <p>The City Civil Registrar reviews and signs the documents.</p>	5 to 10 minutes	Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar
<p>6. Release of Requested Record</p> <p>EIC records the processed court registration; and released the document. Sign the receiving logbook.</p>	5 minutes	Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II

APPLYING FOR LEGITIMATION OF NATURAL CHILD

ABOUT THE SERVICE

LEGITIMATION is a remedy by means of which illegitimate children who were, in fact, not born in wedlock as their parents were already validly married when they were born, can acquire legitimate status.

Only children conceived and born outside of wedlock of parents who- at the time of conception-were not disqualified by any legal impediment to marry, may be legitimated.

Legitimation of children by subsequent marriage of parents must be recorded in the civil registry office of the place where the birth was registered.

REQUIREMENTS

- * Marriage Contract of Parents - - - - P 80.00
- * Birth Certificate of the child - - - - 60.00
- * Joint Affidavit of Legitimation of the parents
- * Affidavit of Acknowledgement of Paternity

FEES

- * Legitimation Fee - - - P 90.00 w/stamp

HOW TO AVAIL OF THE SERVICE

- * Please follow the steps for Registration of Legal Instruments found in the previous page.

Requesting endorsement of registry records to the Civil Registrar – General

ABOUT THE SERVICE

AS A RULE, all civil registrars submit civil registry documents to the Office of the Civil Registrar-General (OCRG) through their respective National Statistics Office (NSO) provincial offices.

There are instances when the NSO National Office cannot issue pertinent documents to interested parties because records are not available in its archives; or the requested documents are still being processed by the provincial office.

To facilitate the issuance of requested documents, the concerned Provincial Statistics Officer (PSO) or Civil Registrar is required to submit or endorse the needed documents to the NSO.

REQUIREMENTS

* NSO Negative Result Certification

FEES

* Endorsement Fee - - - - P 90.00 w/stamp

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submit Request</p> <p>Approach the employee-in-charge (EIC) and request for an endorsement of your record to the NSO.</p> <p>Show your NSO negative Result Certification. This must have been issued within the past 6 months.</p>	1 minute	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>
<p>2. Verification</p> <p>LCR staff verifies from a computer database whether the requested record is available.</p>	3 to 5 minutes	<p>Ibaristo Tarasio B. Piansay Administrative Aide VI</p> <p>Lancelot A. Reyes Casual</p>
<p>3. Payment of Fees</p> <p>Pay the required endorsement fee at the City Treasurer's Office.</p>	10 minutes	<p>LICENSE DIVISION CITY TREASURER'S OFFICE AND PHILIPPINE POSTAL OFFICE</p>
<p>4. Preparation of Endorsement</p> <p>EIC prepares a certification or certified machine copy of the document, as well as an Endorsement Letter to the NSO</p>	10 to 15 minutes	<p>Lalaine R. Hervias Administrative Aide IV</p> <p>Leonardo A. Agana, Jr. Administrative Asst. II</p> <p>Ibaristo Tarasio B. Piansay Administrative Aide VI</p>
<p>5. Review and Approval</p> <p>The Civil Registrar reviews then signs the documents.</p>	5 minutes	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p>
<p>6. Release of Documents</p> <p>EIC Releases the document to the client.</p>	5 minutes	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>

DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS

ABOUT THE SERVICE

DELAYED REGISTRATION of birth, marriage, death and court decrees-like ordinary registration made at the time of the event-must be file at the office of the Civil Registrar of the place where the event occurred, following the lapse of the reglamentary period to register.

REQUIREMENTS

- * NSO Negative Result
- * Affidavit of Delayed Registration
- * Affidavit of 2 disinterested persons
- * Baptismal certificate (for registration of birth)
- * School records (for registration of birth)
- * Certified true copy of marriage or death certificate (for registration of marriage or death)

FEES

- * Regular Registration Fees plus Late Registration Fee of:
 - * Less than 1 month delay
 - * More than 1 month delay

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Presentation of Document Present document for delayed registration. The document may be: * Certificate of Live Birth (COLB) * Marriage Contract * Death Certificate * Others	5 minutes	Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II
2. Payment of Fees Pay the required fees at the City Treasurer's Office.	5 minutes	LICENSE DIVISION CITY TREASURER'S OFFICE
3. Verification Employee-in-charge (EIC) verifies from the Database/Cris whether the record is already available.	3 to 5 minutes	Ibaristo Tarasio B. Piansay Administrative Aide VI Lancelot A. Reyes Casual

<p>4. Submission of Requirements</p> <p>Submit the supporting documents.</p> <p>EIC examines the documents.</p>	<p>2 to 5 minutes</p>	<p>Noemi R. Clavel Asst. Registration Officer Designated Asst. CCR</p>
<p>5. Interview and Oath</p> <p>See the City Civil Registrar or Asst. CCR for interview. She will administer the oath in the affidavit of delayed registration.</p>	<p>5 minutes</p>	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p> <p>Noemi R. Clavel Asst. Registration Officer Desig. Asst. City Civil Registrar</p>
<p>6. Publication</p> <p>EIC records the document in a record book.</p> <p>Come back after the 10 days reglamentary publication period.</p>	<p>2 minutes</p>	<p>Noemi R. Clavel Asst. Registration Officer Designated Asst. CCR</p>
<p>7. Release of Document</p> <p>The EIC releases the duly signed registered document.</p>	<p>2 minutes</p>	<p>Jocelyn V. Sta. Maria Administrative Aide II</p> <p>Minerva F. Villamor Administrative Aide II</p>
<p>8. Review and Approval</p> <p>The Civil Registrar or Asst. Civil Registrar reviews then signs the documents.</p>	<p>5 minutes</p>	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p> <p>Noemi R. Clavel Asst. Registration Officer Designated Asst. CCR</p>

APPLYING FOR MARRIAGE LICENSE

ABOUT THE SERVICE

BEFORE GETTING MARRIED, each of the contracting parties must file separate sworn applications for Marriage License with the proper local Civil Registrar of the place where either or both of the contracting parties reside.

Marriage licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are be deemed automatically cancelled if the contracting parties have not yet gotten married, within this period.

REQUIREMENTS

- * Certified True/Photocopy of birth certificate of applicants
- * Pre-Marriage Counseling Certificate
- * Parental consent if applicant is 18 years old but below 21
- * Parental advice if applicant is 21 years old but below 25
- * At least one of the contracting parties must be a resident of the place where the local civil registry office is located.

FEES

- * Application Fee - - - - P 50.00
- * License Fee - - - - 10.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APROACH
1. Application and examination of requirements Present the required supporting documents. Employee-in-charge (EIC) examines submitted supporting documents.	5 minutes	Alma T. Lara Asst. Registration Officer
2. Preparation of Application Form EIC types the required information on the application form. Review the typed information on the form. Afterwards, sign the same. Parents must also sign the form if parental consent/advice is required.	5 to 10 minutes	Alma T. Lara Asst. Registration Officer

<p>3. Payment of Fees</p> <p>Pay the required fees at the City Treasurer's Office.</p>	<p>5 minutes</p>	<p>LICENSE DIVISION CITY TREASURER'S OFFICE</p>
<p>4. City Civil Registrar Subscription and Publication</p> <p>Bring the document to the City Civil Registrar (CCR).</p> <p>CCR interviews the applicants and parents (if consent/advice is required). Afterwards, he/she subscribes the application to the EIC.</p> <p>Come back after the 10-day publication period.</p>	<p>5 minutes</p>	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p>
<p>5. Review and Approval</p> <p>The Civil Registrar Review then Signs the Documents</p>	<p>5 minutes</p>	<p>Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar</p>
<p>6. Release of License</p> <p>EIC Releases the duly-signed marriage license.</p>	<p>2 minutes</p>	<p>Jocelyn V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II</p>

FILING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR/S (CCE)

ABOUT THE SERVICE

REPUBLIC ACT No. 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in a civil registry; and/or change the first name or nickname of a person 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 their civil registry records.

FEES

- * Filing Fee for CFN - - P 3000.00 plus P 500.00 processing or service fee for non migrant petitioner
- * Filing Fee for CCE - - P 1000.00 plus 500.00 processing fee for non migrant petitioner
- * Processing Fee for CFN/CCE P 500.00 for migrant petitioner and P 3000.00 money order for CFN and P 1000.00, Money order for CCE.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Presentation of Problem</p> <p>Approach the employee-in-charge (EIC) or the City Civil Registrar (CCR); and inform them about problems in your registry record.</p>	10 minutes	<p>Helen A. Gerardino Administrative Aide III</p> <p>Leo D. Dividina Casual</p>
<p>2. Discussion of Remedies</p> <p>You will be presented with the remedies available-whether to file a Petition for Change of First Name or a Petition for Correction of Clerical Errors.</p>	10 minutes	<p>Helen A. Gerardino Administrative Aide III</p> <p>Leo D. Dividina Casual</p>
<p>Complete these requirements before proceeding to the next step.</p>		<p>Leo D. Dividina Casual</p>
<p>4. Submission of Requirements</p> <p>Submit all the required supporting documents to the EIC. The EIC or CCR will check if these are authentic, complete and duly-certified.</p>	10 to 15 minutes	<p>Helen A. Gerardino Administrative Aide III</p> <p>Leo D. Dividina Casual</p>

<p>5. Payment of Fees</p> <p>Pay the required fees at the City Treasurer's Office.</p>	5 minutes	LICENSE DIVISION CITY TREASURER'S OFFICE
<p>6. Preparation of Petition</p> <p>Go back to the LCR. EIC prepares the petition. Sign the same.</p>	15 to 20 minutes	Leo D. Dividina Casual
<p>7. Review and Administration of Oath.</p> <p>Bring the petition and all supporting documents to the CCR for review and notarization.</p> <p>The CCR, the, administers the oath of the petitioner.</p>	10 to 30 minutes	Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar
<p>8. Publication and Posting</p> <p>EIC prepares the required publication. The publication will be posted for:</p> <p>* 2 weeks – for CFN * 10 days – for CCE</p>	5 minutes	Leo D. Dividina Casual
<p>9. Transmittal of Petition to NSO</p> <p>CCR approves the petition. Then send thru LBC to NSO</p> <p>Follow-up on NSO action on your petition after 2-3 months.</p>	10 to 15 minutes	Leo D. Dividina Casual
<p>10. If the Petition Affirmed by the NSO, the Petitioner will Pay the required fees at the City Treasurer's Office and secure money order for payments of SECPA to NSO</p>	5 minutes	LICENSE DIVISION CITY TREASURER'S OFFICE and PHILIPPINES POSTAL OFFICE
<p>11. Preparation of Documents</p> <p>EIC prepares the documents</p>	15 to 20 minutes	Leo D. Dividina Casual
<p>12. Review and Approval the Civil Registrar Review and Sign the Documents.</p>	10 to 30 minutes	Rogelio A. Arcangeles Registration Officer III Acting City Civil Registrar
<p>13. Release of Documents</p> <p>EIC releases the documents.</p>	5 minutes	Jocely V. Sta. Maria Administrative Aide II Minerva F. Villamor Administrative Aide II

REGISTRATION OF FOUNDLINGS/ABANDONED CHILDREN

ABOUT THE SERVICE

A **FOUNDLING** is a deserted or abandoned infant or child-with parents, guardian, or relatives being unknown-found by another person (finder); or a child committed to an orphanage, or charitable or similar institution with unknown facts of birth and parentage.

Reglementary Period and Place of Registration

The finder/charitable institution register the foundling with the Office of the Civil Registrar within 30 days from the date of finding/commitment of the child.

If registration is made beyond the reglementary period, the concerned party-registrant will be required to state in a sworn statement the circumstances that caused the late reporting to the civil registrar.

Agencies to Report to After Finding an Abandoned Child

Immediately after finding a foundling, the finder must report the case to the Barangay Captain of the place where the foundling was found, or to the Philippine National Police, whichever is nearer or convenient to the finder.

The finder must, the commit the child to the care of the Department of Social Welfare and Development (DSWD), or to a duly licensed orphanage, charitable or similar institution. Upon commitment, the finder must give to the DSWD or the charitable institution his/her copy of the Certificate of Foundling, if the foundling was previously registered with the Office of the Civil Registrar.

In case the finder wants and is awarded custody of the foundling by the proper authority, he/she shall give a name for the child and must report the same to the civil registrar of the city/municipality where the child was found. Otherwise, the giving of the child's name and its registration as foundling shall be the responsibility of the DSWD, or of the orphanage or charitable or similar institution where the child was committed.

REQUIREMENTS

- * Certification issued by the concerned Barangay Captain or Police blotter/report
- * Affidavit of the finder

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Presentation of Documents Client presents the required documents to the employee-in-charge (EIC).	30 minutes	Carmeli Rosalie A. Bermejo Administrative Aide II