

**CITY GOVERNMENT OF CALAPAN  
CITIZEN'S CHARTER**



**1. PROCEDURE IN BIRTH REGISTRATION**

Registration of Birth Certificate is done through submission of the same before the office of the CCRD for the assignment of corresponding registry number and transmittal to Philippine Statistics Authority.

<b>Office/Division:</b>	City Civil Registry Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to transacting public	
<b>Who may avail:</b>	General Public	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<p>For on time Registration:</p> <ul style="list-style-type: none"> <li>a) Birth Certificate from the Hospital</li> <li>b) Parents' Marriage Certificate (if parents are married)</li> <li>c) Hilot (Cert. from Barangay if born not from the hospital)</li> </ul> <p>For illegitimate child:</p> <ul style="list-style-type: none"> <li>a) AUSF</li> <li>b) Affidavit of Acknowledgment</li> <li>c) Valid ID and Cedula</li> </ul> <p>Add'l Requirements for Delayed Registration:</p> <p>1. Any two (2) of the following documentary evidences:</p> <ul style="list-style-type: none"> <li>a) Baptismal Certificate</li> <li>b) School Records</li> <li>c) Income Tax Return of Parents</li> <li>d) Insurance Policy</li> <li>e) Medical Records</li> <li>f) Others, such as Barangay Captain's certification, Immunization Card, SSS Form E1, MDR-Philhealth</li> <li>g) Marriage Contract if married</li> <li>h) Cedula</li> </ul> <p>2. In case the party seeking late registration of the birth of an illegitimate child is not the mother, the party shall, in addition to the foregoing facts, declare in a sworn statement the present whereabouts of the mother.</p>	Respective Offices	

<p>3. Affidavit of Two Disinterested Persons.</p> <p>In addition to the requirements, the department may require the submission of Negative Certification from PSA to avoid the occurrence of multiple registrations. As internal policy of the department, the following need to submit PSA Negative Certification:</p> <ol style="list-style-type: none"> <li>a. Non-resident applicant</li> <li>b. Child to be registered is 1 year old above.</li> </ol>					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
			On time	Late reg.	
<p>Get queuing number, log in the attendance sheet and fill-out Birth Registration Slip.</p> <p>Present request to the Frontline Officer at the Information Desk once number has been called.</p>	<p>Receive document, examine requirements and check for possible errors. Record the request in the logbook and give it to the assigned staff at the Registration Division.</p>	None	5 mins	10 mins	<p>Pedro B. Mendoza / Ernesto B. Bacarra, Jr.</p> <p>Maricel G. Alodod</p>
<p>Proceed at the Waiting Area until name has been called.</p>	<p>Type birth certificate. Stamp registry number and date of registration of the document.</p>	None	5 min	10 min	<p>Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin</p>
<p>Pay the required fee at the Taxpayer Center</p>	<p>Process payment and issue Official Receipt</p>	<p>P330 / P50  / P30 DST</p>	CTD Time		TAXPAYER SECTION
<p>Skip this transaction if not late and not under RA9255.</p>					
<p>Give the receipt at the responsible CCRD Staff and then read the correctness of the Certificate of Live Birth.</p>	<p>The Acting City Civil Registrar or authorized personnel will sign the Certificate of Live Birth.</p>	None	4mins	4 mins	<p>Evelyn C. Gregory Lorilyn A. Coz Jamaica F. Asturias Rona Marie F. Jardiolin</p>

Present the requested document to the Acting City Civil Registrar or authorized personnel for signature. Accomplish and sign the Customer Satisfaction Form.					Rommel R. Albo / Evelyn C. Gregory/ Jocelyn L. Magnaye
<i>For late registration:</i> Return after 10 days of posting to claim the birth certificate.	Advise the client to come back after 10 days posting to claim the Certificate of Live Birth.				Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin
Release of the Certificate of Live Birth.	Segregate and release the Certification	None	1 min	1 min	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin
	TOTAL	P360/ P50 /	15mins	25mins	

## 2. PROCEDURE IN MARRIAGE REGISTRATION

For marriages solemnized in Calapan City the corresponding certificate therefore is likewise registered in the City Civil Registry Department.

<b>Office/Division:</b>	City Civil Registry Department				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C- Government to transacting public				
<b>Who may avail:</b>	General Public				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<b>For on time Registration:</b> a) Marriage Certificate from Church/Judge/Mayor <b>Add'l Requirements for Delayed Registration:</b> a) Barangay Certification (with name, date and place of marriage) b) PSA Negative Certification of Marriage c) Affidavit of Two Disinterested Persons d) Picture of Marriage Ceremony (Couple) e) Cedula			Respective Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>		<b>PERSON RESPONSIBLE</b>
			<b>On time</b>	<b>Late reg.</b>	
Get the queuing number and log in the attendance sheet.  Present the request to the Frontline Officer at the Information Desk once your number has been called.	Receive document, examine requirements and check for possible errors. Record the request in the logbook and give it to the assigned staff at the Registration Division.	None	5 mins	10 mins	Pedro B. Mendoza / Ernesto B. Bacarra, Jr.  Maricel G. Alolod
Wait at the Waiting Area until name has been called.	Stamp registry number and date of registration in the Certificate of Marriage.	None	5	10	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin

Pay the required fee at the Taxpayer Center	Process payment and issue Official Receipt	/ P50 30 DST	CTD Time		TAXPAYER SECTION
Skip this transaction if on time registration.					
<p>Give the receipt at the responsible CCRD Staff and then read the correctness of the certification.</p> <p>Present the requested document to the Acting City Civil Registrar or authorized personnel for signature.</p> <p>Accomplish and sign the Customer Satisfaction Form.</p>	<p>The City Civil Registrar or authorized personnel will sign the Certificate of Marriage.</p>	None	4mins	4 mins	<p>Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin</p> <p>Rommel R. Albo / Evelyn C. Gregory/ Jocelyn L. Magnaye</p>
<p><i>For late registration:</i> Return after 10 days of posting to claim the birth marriage.</p>	<p>Advise the client to come back after 10 days posting to claim the Certificate of Marriage.</p>			<p>Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin</p>	
<p>Release of the Certificate of Marriage.</p>	<p>Segregate and release the Certification</p>	None	1 min	1 min	<p>Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin</p>
	TOTAL	P50	15 mins	25min	

### 3. PROCEDURE IN DEATH REGISTRATION

Death that occurred within the territorial jurisdiction of Calapan City are registered in the City Civil Registry Department.

<b>Office/Division:</b>	City Civil Registry Department				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C- Government to transacting public				
<b>Who may avail:</b>	General Public				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<b>For on time Registration:</b> a) Certificate of Death from the Hospital b) Barangay Certification with name, date and place of death <b>Add'l Requirements for Delayed Registration:</b> a) PSA Negative Certification of Death b) Affidavit of Two Disinterested Persons c) Picture of Lapida d) Cedula			Respective Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
			On time	Late reg.	
Get the queuing number, log in the attendance sheet and fill-out the Death Registration Slip.  Present the request to the Frontline Officer at the Information Desk once your number has been called.	Receive document, examine requirements and check for possible errors.  Record the request in the logbook and give it to the assigned staff at the Registration Division.	None	5 mins	10 mins	Pedro B. Mendoza  Maricel G. Alolod
Wait at the Waiting Area until name has been called.	Type death certificate. Stamp registry number and date of registration of the document and issue order of payment.	None	5	10	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin

Request for the review as to cause of death at the City Health and Sanitation Department	Process the document.	None			CHSD SECTION
Pay the required fee at the Taxpayer Center	Process payment and issue Official Receipt	See attached chart			TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff and then read the correctness of the Certificate of Death.  Present the requested document to the Acting City Civil Registrar or authorized personnel for signature. Accomplish and sign the Customer Satisfaction Form.	The Acting City Civil Registrar or authorized personnel will sign the Certificate of Death.		4	4	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin  Rommel R. Albo / Evelyn C. Gregory/ Jocelyn L. Magnaye
<i>For late registration:</i> Return after 10 days of posting to claim the Certificate of Death.	Advise the client to come back after 10 days of posting to claim the Certificate of Death.				Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin
Release of the Death Certificate.	Segregate and release the Certification		1min	1min	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin
	Total	See attached chart	15min	25min	

<b>CEMETERY FEES:</b>		
Burial Permit	150.00	-
Exhumation of Cadaver	300.00	-
Removal of Cadaver	150.00	-
Transfer of Cadaver to other city	150.00	-
Interment of resident and non-resident	400.00	-
Re-opening of Niche	150.00	-
<b>RENTAL FEES FOR PUBLIC CEMETERY LOT/GRAVE:</b>		
<i>New Construction of Niche – 1 lot (1.6m x 3m)-</i>		
Adult	4,000.00	-
Child	2,000.00	-
<i>Renewal of lease (after 5 years)-</i>		
Adult	1,500.00	-
Child	750.00	-
<i>Niche on top of other niche</i>		
Adult	750.00	-
Child	400.00	-
Perpetual Lease	50,000.00	-
<b>Rental of Burial Lot consisting the following:</b>		
Sq.m (1.6m x 3.0m)	3,000.00	-
Sq.m (_____)	1,500.00	-
Apartment	5,000.00	-



#### 4. PROCEDURE IN ISSUANCE OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Birth, Marriage and Death Certificates could be issued only to authorized individual requesting for the same upon presentation of valid identification documents in compliance with the data privacy law.

<b>Office/Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to transacting public			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a) Authorization Letter b) Valid Id of document owner/requesting party c) Valid ID of authorized person				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Get the queuing number, log in the attendance sheet and fill-out the Verification Slip.		None	3mins	Pedro B. Mendoza
Present the request to the Frontline Officer at the Information Desk once your number has been called.	Receive the verification slip and examine requirements.			Maricel G. Alolod
Wait at the Waiting Area until name has been called.	Verify the availability of the civil registry documents in the database/registry book.	None	5 Mins	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.
Pay the required fee at the Taxpayer Center.	Process payment and issue Official Receipt	140.00		TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff and then read the correctness of the Certification.  Present the requested document to the Acting City Civil Registrar or authorized personnel for signature. Accomplish and sign the Customer Satisfaction Form.	The City Civil Registrar or authorized personnel will sign the Certification.	None	2 mins	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.  Rommel R. Albo / Evelyn C. Gregory/ Jocelyn L. Magnaye
Release of Certification.	Release the Certification.	None	1min	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.
	<b>TOTAL</b>	<b>P140</b>	<b>10mins</b>	

## 5. PROCEDURE IN SUPPLEMENTAL REPORT

Registrable documents lacking details which were omitted inadvertently are corrected through application for supplemental reporting.

<b>Office/Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to transacting public			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a) Supplemental Affidavit b) PSA copy of documents to be supplied c) Authorization Letter d) Valid Id of document owner/requesting party e) Valid ID of authorized person				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Get the queuing number, log in the attendance sheet and fill-out the Verification Slip.  Present the request to the Frontline Officer at the Information Desk once your number has been called.	Receive the verification slip and examine requirements.	None	3	Pedro B. Mendoza  Maricel G. Alod
Wait at the Waiting Area until name has been called.	Type the Supplemental Report and endorsement letter.	None	8 mins	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.
Pay the required fee at the Taxpayer Center	Process payment and issue Official Receipt.	P220.00		TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff and then read the correctness of the Supplemental Report. Present the requested document to the City Civil Registrar or authorized personnel for signature. Accomplish and sign	The City Civil Registrar or authorized personnel will sign the Certification.	None	4 mins	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.  Rommel R. Albo / Evelyn C. Gregory/ Jocelyn L. Magnaye

the Customer Satisfaction Form.				
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Release of the Supplemental Report.	Endorse the copy of Supplemental Report to PSA for annotation. Release the Supplemental Report.		5 mins	Nerilyn B. Espiritu Arlyn G. Formadero Maria Lea Dimaano Ernesto B. Bacarra Jr.
	Total	P220	20 minutes	

## 6. PROCEDURE IN MARRIAGE LICENSE APPLICATION

Application for Marriage License applies only if both or one of the applicants is a resident of the city upon submission of the documentary requirements and payment of corresponding fee.

<b>Office/Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to transacting public			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>For 18-24 years old</p> <ul style="list-style-type: none"> <li>a) Birth Certificate</li> <li>b) Cedula</li> <li>c) Valid ID</li> <li>d) CENOMAR</li> <li>e) Parental Consent/Advise (Both parents with valid ID) (Death certificate of deceased parent/s)</li> </ul> <p>For 25 years old above</p> <ul style="list-style-type: none"> <li>a) Birth Certificate</li> <li>b) Cedula</li> <li>c) Valid ID</li> <li>d) CENOMAR</li> </ul> <p>Foreigner</p> <ul style="list-style-type: none"> <li>➤ Legal Capacity to marry (from the embassy stationed in the Philippines)</li> <li>➤ Birth Certificate; Passport/Valid ID; CENOMAR from PSA</li> </ul> <p>Additional Requirements</p> <ul style="list-style-type: none"> <li>a) Proof that any or both the applicants is/are resident/s of Calapan City</li> </ul>		Respective Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>Get the queuing number, log in the attendance sheet and fill-out the Marriage Application Slip.</p> <p>Present the request to the Frontline Officer at the Information Desk once number has been called.</p>	<p>Receive document and examine requirements.</p> <p>Record the request in the logbook and give it to the assigned staff at Registration Division.</p>	None	10 minutes	<p>Pedro B. Mendoza</p> <p>Maricel G. Alodod</p>

Wait at the Waiting Area until name has been called.	Prepare the application for marriage license.	None	25 minutes	
Pay the required fee at the Taxpayer Center	Process payment and issue Official Receipt.	P710-local / P1,920 foreign		TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff and then read the correctness of the Application for Marriage License.  Present the requested document to the Acting City Civil Registrar or authorized personnel for signature. Accomplish and sign the Customer Satisfaction Form.	The City Civil Registrar or authorized personnel will sign the Certification.	None	10 minutes	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin  Rommel R. Albo
Return after 10-day posting to claim the marriage license.	Advise the applicants to return after 10 days of posting to secure their marriage license.	P220		Taxpayer section
Give the receipt at the responsible CCRD Staff and then read the correctness of the Application for Marriage License.  Present the requested document to the Acting City Civil Registrar or authorized personnel for signature. Accomplish and sign the Customer Satisfaction Form.	The City Civil Registrar or authorized personnel will sign the Marriage License.		15 Minutes	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin  Rommel R. Albo
Release of the Marriage Application.	Segregate and release the Application for Marriage License.		10 minutes	Evelyn C. Gregory Julia M. Asi Lorilyn A. Coz Roxan Jamaica F. Asturias Rona Marie F. Jardiolin
	TOTAL	P930-local P2,140 foreign	60 minutes	

## 6. PROCEDURE IN FILING OF RA9048/RA10172

Correction on registrable documents in custody of the CCRD can be filed only by the documents owner himself or by of his duly authorized representative upon submission of requirements and fees.

<b>Office/Division:</b>	City Civil Registry Department					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2C- Government to transacting public					
<b>Who may avail:</b>	General Public					
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>				
<p><b>Original and 2 photocopies of the following:</b></p> <p><b><u>CHILD/SPOUSE/DECEASED</u></b></p> <ul style="list-style-type: none"> <li>› PSA Birth Certificate</li> <li>› Baptismal Cert.</li> <li>› Form 137</li> <li>› Diploma(E./Hs/College)</li> <li>› Voter Reg. Record</li> <li>› Marriage Cert.</li> <li>› Certification/ID</li> <li>› Sibling's Birth Certificate</li> </ul> <p><b><u>MOTHER</u></b></p> <ul style="list-style-type: none"> <li>› Birth Certificate</li> <li>› Baptismal Cert.</li> <li>› Form 137</li> <li>› Diploma(E./Hs/College)</li> <li>› Voter Reg. Record</li> <li>› Marriage Cert.</li> <li>› Certification</li> </ul> <p><b><u>FATHER</u></b></p> <ul style="list-style-type: none"> <li>› Birth Certificate</li> <li>› Baptismal Cert.</li> <li>› Form 137</li> <li>› Diploma(E./Hs/College)</li> <li>› Voter Reg. Record</li> <li>› Marriage Cert.</li> <li>› Certification</li> </ul> <p><b><u>OTHERS:</u></b></p> <ul style="list-style-type: none"> <li>› GSIS/SSS Record</li> <li>› Medical/Business Record</li> <li>› Driver's license</li> <li>› Bankbook, Cedula</li> <li>› Land Titles/Declaration</li> <li>› Brgy/Police/Judge/NBI</li> <li>› Cert. of Employment /</li> </ul>		<p><b>RA10172 REQUIREMENTS:</b></p> <p>Original and 2 photocopies of the ff:</p> <ul style="list-style-type: none"> <li>? Birth Certificate (NSO &amp; LCRO Copy)</li> <li>? Baptismal Certificate</li> <li>? Voter's Registration Record</li> <li>? Marriage Certificate</li> <li>? Earliest School Record</li> <li>? Medical Record (Lab Test/Doctor's Cert.)</li> <li>? Cedula</li> </ul> <p>Clearance/Certification that the owner has no pending administrative, civil or criminal case, or no criminal record from:</p> <ul style="list-style-type: none"> <li>? Employer, if employed/Affidavit of Non Employment)</li> <li>? PNP</li> <li>? NBI</li> </ul> <p><b>For correction of gender:</b></p> <ul style="list-style-type: none"> <li>? Medical certification issued by an accredited government physician that petitioner has not undergone sex change or sex transplant</li> <li>? Affidavit of Publication</li> <li>? Certification of Authenticity/ as to certification issued by an accredited physician</li> </ul>			Respective Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>		
<p>Get the queuing number, log in the attendance sheet.</p> <p>Present the request to assigned staff at the Legal Division once your</p>	<p>Give the priority number.</p>	None	3 minutes	Pedro B. Mendoza		

number has been called.				
Wait at the Waiting Area until your name has been called.	Examines the document to be corrected and check if the supporting documents are complete. Records the petition in the logbook.		27 minutes	Jocelyn L. Magnaye
Pay the required fee at the Taxpayer Center.	Process payment and issue Official Receipt.	See attached chart		TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff.  Read, check, and sign the petition.	* Prepares the Petition for Correction of Clerical, Change of First Name (RA9048) and Correction of Entry in the Day and Month of Birth and Sex.  * Post the "Notice of Posting" (10 days posting at the bulletin board and for (CFN & RA10172) the Notice for Publication forwarded to the local newspaper for the required 2 consecutive weeks publication.  * Prepares the decision of Acting City Civil Registrar for signature and send to PSA, Legal Services Division, Quezon City for Affirmation.		25 mins	Jocelyn L. Magnaye Glenda Ylagan Kristine Pauline Napa  Jocelyn L. Magnaye Glenda Ylagan Kristine Pauline Napa  Rommel R. Albo Jocelyn L. Magnaye Glenda Ylagan Kristine Pauline Napa
Follow up after 3-4 months for CCE And 4-6 months for CFN and RA10172.	Advise the clients to follow up after 3-4 months for CCE and 4-6 months for CFN and RA10172.	None	5 minutes	Jocelyn L. Magnaye Glenda Ylagan Kristine Pauline Napa

Submit additional requirements.	<p><i>If Impugned:</i> Prepares the Motion for Reconsideration and presentation of additional documents, if needed to be submitted to the OCRG within 15 days upon receipt.</p> <p><i>If Affirmed:</i> Prepares the Certificate of Finality and annotated documents for endorsement to PSA, East Avenue Quezon City for the request of SECPA (Security Paper).</p>	<p><b>None</b></p> <p><b>See attached chart</b></p>	<p>60 mins</p>	<p>None</p> <p>Rommel R. Albo Jocelyn L. Magnaye</p> <p>Jocelyn L. Magnaye Glenda Ylagan Kristine Pauline Napa</p>
	TOTAL		120 MINS	

<b>FEES:</b>		<b>ESPF</b>
CFN	P3,000.00	300.00
RA10172	3,000.00	300.00
CCE	1,000.00	100.00
AUTHENTICATION	30.00	
POSTING FEE	100.00	10.00
POSTING CERT.	50.00	
CERT. OF FINALITY	100.00	10.00
DOCUMENTARY STAMP	P30.00	
PUBLICATION FEE	C/O PUBLISHING	



## 8. PROCEDURE IN COURT ORDER REGISTRATION

Court orders decided by RTCs' situated in the city affecting the vital status of individuals are registered in CCRD for decision affecting documents in custody of the CCRD. The corresponding annotation thereon is made for submission to PSA.

<b>Office/Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to transacting public			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
5 sets Certified True Copy from RTC Branch: <ul style="list-style-type: none"> <li>➤ Certificate of Finality</li> <li>➤ Court Order</li> <li>➤ Decision</li> <li>➤ Certificate of Live Birth/Marriage Cert</li> </ul>		Respective Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Get the queuing number, log in the attendance sheet.  Present the request to Frontline Officer once your number has been called.	Receive document and examine requirements. Record the request in the logbook.	None	5 minutes	Pedro B. Mendoza  Maricel G. Alod
Wait at the Waiting Area until name has been called.	Prepares the court order registration.	None	40 minutes	Maricel G. Alod
Pay the required fee at the Taxpayer Center	Process payment and issue Official Receipt.	See attached chart		TAXPAYER SECTION
Give the receipt at the responsible CCRD Staff and then read the correctness of the court order registration.  Present the requested document to the Acting City Civil Registrar.	The Acting City Civil Registrar will sign the Certification.	None	10 minutes	Rommel R. Albo
Release of the court order registration	Endorses the copy of court order registration to PSA, Quezon City for annotation.		5 minutes	Maricel G. Alod
	<b>TOTAL</b>		<b>60 minutes</b>	

<b>FEES:</b>		<b>ESPF</b>
COURT ORDER REG.	500.00	50.00
BIRTH CERT.	100.00	10.00
MARRIAGE CERT.	100.00	10.00
AUTHENTICATION	30.00	
LEGAL RESEARCH FEE	20.00	
DOCUMENTARY STAMP	30.00	



Republic of the Philippines  
CITY OF CALAPAN



## CITY CIVIL REGISTRY DEPARTMENT

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August 22, 2023

**Mr. ROLAND PUNZALAN**

City Human Resource Officer

Dear Mr. Punzalan:

Respectfully forwarding herewith the updated Citizen's Charter of the City Civil Registry Department in hard copy.

Kindly acknowledge receipt hereof.

Thank you very much.

**ROMMEL R. ALBO**

Acting City Civil Registrar  
CGADH – Asst. City Civil Registrar