



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

ISSUANCE OF CIVIL REGISTRY DOCUMENTS
(At the Local Civil Registrar's Office)

HOW TO AVAIL OF THE SERVICES

REQUESTED CIVIL REGISTRY DOCUMENTS	WHAT THE OFFICE SHALL DO	SERVICE TIME	PERSONS IN CHARGE
❖ Certificate of Live Birth a. Civil Registry Form No. 1A (Birth Available) b. Civil Registry Form No. 1B (Birth Not Available) c. Civil Registry Form No. 1C (Birth Destroyed)	1. Verify the given information from the following files: a. Registry Book b. Civil Registry Information System c. Scanned file of Certificate of Live Birth d. Presented copy of Civil Registry (SECPA/PSA Copy) 2. Client pays the necessary fee at the Treasury Office. 3. Prepare and encode the requested civil registry documents. 4. Countercheck, sign and release the document.	30 mins. , if the document is available (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno Glenn Albert R. Malicdem Melvin T. Lomibao Cezarina Joy A. Padua Arjhon T. Fajardo Gleny A. Junio Michelle DS. Garcia
❖ Certificate of Death a. Civil Registry Form No. 2A (Death Available) b. Civil Registry Form No. 3B (Death Not Available) c. Civil Registry Form No. 3C (Death Destroyed)	1. Verify the given information from the following files: a. Registry Book b. Civil Registry Information System c. Scanned file of Certificate of Live Birth d. Presented copy of Civil Registry (SECPA/PSA Copy) 2. Client pays the necessary fee at the Treasury Office. 3. Prepare and encode the requested civil registry documents. 4. Countercheck, sign and release the document.	30 mins. , if the document is available (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno Glenn Albert R. Malicdem Melvin T. Lomibao Cezarina Joy A. Padua Arjhon T. Fajardo Gleny A. Junio Michelle DS. Garcia
❖ Certificate of Marriage a. Civil Registry Form No. 3A (Marriage Available) b. Civil Registry Form No. 3B (Marriage Not Available) c. Civil Registry Form No. 3C (Marriage Destroyed)	1. Verify the given information from the following files: a. Registry Book b. Civil Registry Information System c. Scanned file of Certificate of Live Birth d. Presented copy of Civil Registry (SECPA/PSA Copy) 2. Client pays the necessary fee at the Treasury Office. 3. Prepare and encode the requested civil registry document. 4. Countercheck, sign and release the document.	30 mins. , if the document is available (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno Glenn Albert R. Malicdem Melvin T. Lomibao Cezarina Joy A. Padua Arjhon T. Fajardo Gleny A. Junio Michelle DS. Garcia
❖ Timely Registration of Certificate of Live Birth	1. Verify, countercheck, sign and release the document.	30 mins. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio Cezarina Joy A. Padua





Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

			Arjhon T. Fajardo Gleny A. Junio Michelle DS. Garcia
❖ Timely Registration of Certificate of Death	1. Verify, countercheck, sign and release the document.	30 mins. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio Cezarina Joy A. Padua Arjhon T. Fajardo Gleny A. Junio Michelle DS. Garcia
❖ Timely Registration of Certificate of Marriage	1. Verify, countercheck, sign and release the document.	30 mins. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio Melvin T. Lomibao
❖ Late Registration of Certification of Live Birth	1. Verify presented requirements in compliance to civil registration. 2. Prepare and encode the requested document. 3. Countercheck, sign and release the document.	2 hrs. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio
❖ Late Registration of Certificate of Death	1. Verify presented requirements in compliance to civil registration. 2. Prepare and encode the requested document. 3. Countercheck, sign and release the document.	2 hrs. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio
❖ Late Registration of Certification of Marriage	1. Verify presented requirements in compliance to civil registration. 2. Prepare and encode the requested document. 3. Countercheck, sign and release the document.	2 hrs. (Average Time)	Ismael D. Malicdem, Jr. Emma T. Ballesteros Glenn Albert R. Malicdem Leonida S. Junio Melvin T. Lomibao
❖ Petition for Correction of Clerical Error/Change of First name R.A. 9048	1. Verify presented documents/requirement relevant and necessary for the approval of the petition. 2. Client pays the necessary fee at the Treasury Office. 3. Prepare the petition form – R.A. Form No. 2.1 (LCRO-Revised 15 Aug. 2001). 4. Client/Petitioner signs the filed petition. 5. Endorse the approved petition for correction of clerical error by the MCR to the PSA Legal Department.	1 hr. (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno
❖ Petition for Correction of Clerical Error R.A. 10172 (correction in the entry of sex and correction in the Day and Month in the Date of Birth)	1. Verify presented documents/requirement relevant and necessary for the approval of the petition. 2. Client pays the necessary fee at the Treasury Office. 3. Prepare the petition form – R.A. 10172 Form No. 1.1 (LCRO Modified 7 January 2013). 4. Client/Petitioner signs the	1 hr. (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno





Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

	<p>filed petition.</p> <p>5. Endorse the approved petition for correction of clerical error by the MCR to the PSA Legal Department.</p>		
❖ Legitimation (R.A. 9255 and R.A. 9858)	<p>1. Verify presented documents/requirements relevant and necessary for the approval.</p> <p>2. Client pays the necessary fee at the Treasury Office.</p> <p>3. Prepare all necessary relevant papers for legitimation.</p> <p>4. Client signs papers for legitimation.</p> <p>5. Endorse prepared documents to the Philippine Statistics Authority.</p>	1 hr. (Average Time)	Ismael D. Malicdem, Jr. Leonida S. Junio
❖ Supplemental Report	<p>1. Verify presented documents/requirements relevant and necessary for the approval.</p> <p>2. Client pays the necessary fee at the Treasury Office.</p> <p>3. Prepare all necessary relevant papers for supplemental report in civil registry documents.</p> <p>4. Endorse prepared documents to the Philippine Statistics Authority.</p>	1 hr. (Average Time)	Ismael D. Malicdem, Jr. Leonida S. Junio
❖ Court Order (Nullity of Marriage, Cancellation of Birth, Adoption, Correction in the Entry of nationality in civil registry documents and Correction in the Entry of Birth Year in Certificate of Live Birth, etc.)	<p>1. Verify presented documents/requirements relevant and necessary for the approval.</p> <p>2. Client pays the necessary fee at the Treasury Office.</p> <p>3. Prepare all necessary relevant papers for Court Orders.</p> <p>4. Endorse prepared documents to the Philippine Statistics Authority.</p>	1 hr. (Average Time)	Ismael D. Malicdem, Jr. Ricky C. Parayno Leonida S. Junio
❖ Application of Marriage	<p>1. Verify presented documents/requirements relevant and necessary for the approval.</p> <p>2. Interview the applicants for marriage.</p> <p>3. Client pays the necessary fee at the Treasury Office.</p> <p>4. Prepare the Application for Marriage License.</p> <p>5. Marriage applicants sign the Application for Marriage License.</p>	1 hr. (Average Time)	Melvin T. Lomibao Cezarina Joy A. Padua
❖ Digital archiving	<p>1. Scan civil registry documents.</p> <p>2. File named civil registry documents.</p> <p>3. Save files in all desktop computers and external memory for backup filing.</p>		Ismael D. Malicdem, Jr. Ricky C. Parayno Glenn Albert Malicdem
❖ Encoding of civil registry documents	<p>1. Encode civil registry documents.</p>		Glenn Albert R. Malicdem Jeremias R. Fernandez





Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

(PHILCRIS)	2. Save files in all desktop computers and external memory for backup filing.		
❖ Civil Registry Book (transcribing)	1. Transcribe civil registry documents: a. Certificate of Live Birth b. Certificate of Marriage c. Certificate of Death d. Legal Instruments e. Application for Marriage License		Arjhon T. Fajardo Enrique B. De Vera Cezarina Joy A. Padua Enrique B. De Vera
❖ Certified True Copy of civil registry documents	1. Verify presented documents. 2. Client pays the necessary fee at the Treasury Office. 3. Countercheck, sign and release the document.	20 mins. (Average Time)	MCR Staff



**8 KILOMETERS
 THE LONGEST BARBECUE**
 Bayambang, Pangasinan, Philippines
 April 4, 2014