



Republic of the Philippines  
Province of Misamis Oriental

*Municipality of Salay*  
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*Office of the Municipal Civil Registrar*

**Mandate : Civil Registration Services**

**Vision : Committed to achieve the highest standards in the field of civil registration archiving, document issuance and information dissemination.**

**Mission : To provide prompt and accurate civil document registration, issuance, preservation and information Dissemination.**



<p><b>Civil Registry Documents</b></p> <p>EIC prepares the certified copy of requested Civil Registry Documents.</p>		<p>A'sst. Registration Officer</p> <p><b>MARICHU D. SALVANI</b></p> <p><b>STAFF</b></p>
<p><b>5. Issuance of Certified Copy</b></p> <p>MCR signs the documents</p> <p>Clients claims the requested Civil Registry Documents.</p>		<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>

END OF TRANSACTION

**II. REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATES -**

**REQUIREMENT**

Certificate of Live Birth (COLB) or Marriage Contract

**HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Presentation of Document</b></p> <p>Present documents for registration</p>	<p>2 minute</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p> <p>EMMA B. Jabagat</p> <p>A'sst. Registration Officer</p>
<p><b>2. Examination of Document</b></p> <p>Wait while MCR examines the document, whether it is submitted on time/delayed and the entries are properly filled-up.</p>	<p>1 minute</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p> <p>EMMA B. Jabagat</p> <p>A'sst. Registration Officer</p>
<p><b>3. Registration of Document</b></p>	<p>3 minutes</p>	<p>EMMA B. Jabagat</p> <p>A'sst. Registration Officer</p>

<p>Client is advised to come back while to the office after 10 days from date of application, for late registration.</p> <p>Two copies of the registered document are retained as file copy of the office and the other one for PSA, Manila.</p>		
<p><b>4. Signature of Registered Document</b></p> <p>MCR signs the registered civil registry documents and release to client.</p>	2 Minutes	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>

END OF TRANSACTION

**III. REGISTRATION OF DEATH CERTIFICATES -**

**REQUIREMENT(S)**

- *Death Certificate*

**FEES**

- *Burial permit fee* *Php 50.00*

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<p><b>1. Presentation of Documents</b></p> <p>Approach the EIC if the deceased died outside hospital premises.</p> <p>The EIC prepares the death certificate per data supplemented by the informant</p>	15 minutes	<p>EMMA B. Jabagat</p> <p>A'sst. Registration Officer</p>
<p><b>2. Examination of document</b></p> <p>EIC examines the documents presented if it is submitted on time/delayed and properly filled-up.</p>	1-2 minutes	
<p><b>3. Signature of the Municipal Health Officer</b></p>		

The Municipal Health Officer reviews/examines and signs the document as to the cause of death and advice client to return to LCR with the signed document for registration.		<b>Dr. ELIJAH C. MATEO, M, D</b>  MHO
<b>4. Payment of Fees</b>  Client is advised to pay the corresponding fees at the Municipal Treasurer's Office	5 minutes	Collection Clerk  Municipal Treasurer's Office  (MTO)
<b>5. Registration of Document</b>  Submit the document for registration, duplicate OCRG copy and NSO original to the registrant of the document and the duplicate to LCR.	3 Minutes	<b>MARCEL L. CUI</b>  Mun. Civil Registrar
<b>6. Signature of Registered Death Document</b>  The MCR signs the registered death certificate	1 Minutes	<b>MARCEL L. CUI</b>  Mun. Civil Registrar

END OF TRANSACTION

**IV. REGISTRATION OF COURT ORDERS/DECREES AND REQUEST OF ANNOTATED RECORD - LIKE OTHER**

**REQUIREMENT(S)**

- Original/certified Xerox copy of the court order
- Certificate of finality
- Certificate of court registration issued by the concerned Municipal/City Civil Registrar where the CO was issued

**FEES**

- Annulment - Php 500.00
- Adoption - Php 500.00
- Correction
- CTC of CO
- Endorsement

CTC of Annotated Record

- Local
- Abroad

**HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Presentation of Documents</b></p> <p>Present the required documents to MCR.</p>	1 minute	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>2. Examination of Documents</b></p> <p>MCR examines the presented documents for registration and annotation.</p>	2 to 5 minutes	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>3. Registration of Court Order and Annotation to Affected Civil Registry Record</b></p> <p>The client is advised to secure a postal money order- for payment of security paper.</p> <p>MCR prepares the annotated civil registrar record and certified Xerox copy of court order and endorsement letter to PSA Manila</p>	20 minutes	<p>MARCEL L. CUI</p> <p>Mun. Civil Registrar</p>
<p><b>4. Review and Approval</b></p> <p>The Municipal Civil Registrar reviews and signs the documents.</p>	10 minutes	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>5. Release of Requested Record</b></p> <p>MCR records the processed court registration.</p> <p>MCR mail the documents to PSA- MANILA</p>		

END OF TRANSACTION

**V. REGISTRATION OF LEGAL INSTRUMENTS/LEGITIMATION OF NATURAL CHILD -**

**REQUIREMENT (S)**

• **LEGAL INSTRUMENT**

- birth certificate of child

- affidavit of acknowledgement
- affidavit of use the surname of the father (AUSF)
- handwritten/public document as proof that he is the father
- Postal Money Order

● **LEGITAMATION OF NATURAL CHILD**

- CENOMAR
- Marriage Contract of Parents
- Birth Certificate of child
- Affidavit of Legitimation of the parents
- Affidavit of Acknowledgement of paternity
- Postal Money Order

**FEES**

- **LEGAL INSTRUMENT**
- **-Registration Fee**
- Legitimation Fee Php 300.00
- **LEGITIMATION OF THE NATURAL CHILD**
- Legitimation Fee Php 300.00

**HOW TO AVAIL OF THE SERVICE**

END OF TRANSACTION

**VI. REQUESTING ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL**

**REQUIREMENT(S)**

PSA Negative Verification Result

**HOW TO AVAIL OF THE SERVICE**

END OF TRANSACTION

**VII. DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS**

**REQUIREMENT(S)**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Request</b></p> <p>Approach MCR and request for an endorsement of his record to PSA.</p>	1 minute	<p><b>MARCEL L. CUI</b> Mun. Civil Registrar</p>
<p><b>2. Verification</b></p> <p>MCR verifies from the archive whether the record for endorsement is available.</p>	3 to 5 minutes	<p><b>EMMA B. Jabagat</b> A'sst. Registration Officer</p>
<p><b>STEPS TO FOLLOW</b></p>	<p><b>IT WILL TAKE YOU</b></p>	<p><b>PLEASE APPROACH</b> <b>MARICHU D. SALVANI</b></p>
<p><b>3. 1. Presentation of Document Submission of Requirements</b></p> <p>Present the required documents to MCR. Present the NSO negative certification</p>	2 to 5 minutes 2 minutes	<p><b>MARCEL L. CUI STAFF</b> Mun. Civil Registrar</p>
<p><b>4. Preparation of Endorsement</b></p> <p><b>2. Examination of Documents</b></p> <p>MCR records the request. MCR makes a true copy of the document to be endorsed to PSA. MCR examines the presented documents for registration and together with an endorsement letter</p>	5 to 10 minutes 10 minutes	<p>Mun. Civil Registrar <b>MARCEL L. CUI</b> Mun. Civil Registrar</p>
<p><b>3. Payment of fees.</b></p> <p>Client is advised to pay the required fees at the MTO.</p>	5 minutes	<p>A'sst. Registration Officer License Division MTO</p>
<p><b>5. Signature of the MCR</b></p>		<p><b>MARCEL L. CUI</b></p>
<p><b>4. Registration of the Legal Instruments and Annotation to the</b></p> <p>MCR reviews then signs the document.</p>	2 minutes	<p>Mun. Civil Registrar</p>
<p><b>Affected Civil Registry Record.</b></p> <ul style="list-style-type: none"> <li>- Client is advised to pay money order at postal office while annotates the same to the affected record.</li> <li>- MCR prepares the annotated civil registry and endorsement letter to PSA, Manila</li> </ul>	20 minutes	<p><b>MARCEL L. CUI</b> Mun. Civil Registrar</p>
<p><b>5. Review and Approval</b></p>	10 minutes	<p><b>MARCEL L. CUI</b></p>

- PSA Negative Result







FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Application</b></p> <p>Present the required supporting documents.</p>	2 minutes	<p><b>EMMA B. JABAGAT</b></p> <p><b>A' SST. REGISTRATION OFFICER</b></p>
<p><b>2. Examination of Requirements</b></p> <p>EIC examines submitted supporting documents.</p>	2 minutes	
<p><b>3. Preparation of Application</b></p> <p>EIC types the application.</p> <p>Client is advised to review and check the information on the prepared application by the EIC.</p> <p>Applicants and parents signs in the application and consent/advice.</p>	20 to 30 minutes	<p><b>EMMA B. JABAGAT</b></p> <p><b>A' SST. REGISTRATION OFFICER</b></p>
<p><b>4. Payment of Fees</b></p> <p>Client is advised to pay the required application fee.</p>	5 minutes	<p>Municipal Treasurer's Office (MTO)</p>
<p><b>5. MCR Subscribes the Application.</b></p> <p>MCR subscribes the application to EIC.</p> <p>EIC advises the client to come back after ten (10) days publication period.</p>	5 minutes	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>6. Release of License</b></p> <p>MCR prepares the license.</p> <p>MCR signs the license.</p> <p>MCR releases the license to the applicants.</p>	3 minutes	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>

END OF TRANSACTION

**9.A. PETITION FOR CORRECTION OF SEX AND THE DAY AND DATE OF BIRTH R.A. 10172**

**FEES**

- Filling Fee for CFN Php 3,000.00 (+ Php1,000.00 service fee for migrant petitioner)
- Filling Fee for CCE Php 1,000.00 (+ Php 500.00 service fee for migrant petitioner)
- Filling Fee for R.A. 10172 Php 3,000.00 (+ Php1,000.00 service fee for migrant petitioner)

**HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Presentation of Problem</b></p> <p>Petitioner presents his problem about his registry record to the MCR.</p>	<p>10 minutes</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>2. Remedies</b></p> <p>Petitioner is informed by the MCR of the remedy available for him - whether to file Petition for Change of First Name or Petition for Correction of Clerical Error.</p>	<p>5 minutes</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>3. Requirements</b></p> <p>Petitioner is advised to submit supporting documents before filing a petition.</p>	<p>5 minutes</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>
<p><b>4. Submission of Requirements</b></p> <p>Petitioner submits all the listed supporting documents to the MCR.</p> <p>MCR examines if the documents are authentic, complete and duly certified.</p>	<p>5 minutes</p>	<p><b>MARCEL L. CUI</b></p> <p>Mun. Civil Registrar</p>

<p><b>5. Payment of Fees</b></p> <p>Once supporting documents are completed, the petitioner is advised to pay the appropriate filing fee at the MTO.</p>	<p>5 minutes</p>	<p>COLLECTION CLERK Municipal Treasurer's Office (MTO)</p>
<p><b>6. Preparation of Petition Clients are advised for the preparation and subscription of the petition to the Municipal Circuit Trial Court.</b></p> <p>After the subscription, client submits the subscribed petition to MCR</p>	<p>5 minutes</p>	<p><b>MARCEL L. CUI</b>  Mun. Civil Registrar</p>
<p><b>7. Publication and Posting</b></p> <p>MCR prepare the Publication for CFN &amp; Posting for Clerical Error</p>	<p>5 to 10 minutes</p>	<p><b>MARCEL L. CUI</b>  Mun. Civil Registrar</p>
<p><b>8. Transmittal of Petition to PSA</b></p> <p>The petition after the approval of MCR is submitted to NSO Manila for affirmation.</p> <p>Client is advice to call back or follow-up his petition after four (4) months.</p>	<p>5 Minutes</p>	<p><b>MARCEL L. CUI</b> MUN. CIVIL REGISTRAR</p>

END OF TRANSACTION

Prepared by:

**MARCEL L. CUI**  
MCR