

MUNICIPAL CIVIL REGISTRAR

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.

Office Head : **MARCEL L. CUI**
Municipal Civil Registrar
Office Address : Annex Building, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Email Address : lgu_salaymisor@yahoo.com

External Services:

1. Birth Registration
 - a. Birth Registration
 - b. Delayed Birth Registration
2. Marriage Application/License/Registration
3. Death Registration
4. Issuance Of True Copy Of Birth, Death And Marriage Certificate
5. Application Of Petition For Change Of First Name And Correction Of Clerical Errors Under R.A 9048
6. Processing Of Birth, Death And Marriage Certificate In Security Paper (Secpa), On Court Orders.
7. Application Of Petition For Correction Of Sex/Gender And Month/Date Of Birth Under R.A. 10172.
8. Legitimation
9. Approved Petitions-Ra 9048/10172, CFN And Supplemental Report

1. BIRTH REGISTRATION:

The Birth Registration is issued to individuals who were born within the jurisdiction of Salay, Misamis Oriental whether it is delayed or on time registration.

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen

WHO MAY AVAIL		People who were born within the jurisdiction of Salay, Misamis Oriental		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
For married couple For not married couple: a. Community Tax Certificate (CEDULA) for each individual (1 original copy)		None Office of the Barangay where the client resides or Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present <u>CEDULA</u> for not married couple together with the information of the child upon the registration of birth. <i>*For not married couple, and want to use the surname of the father, the mother of the child Needs to sign the Sworn Attestation first.</i>	1. Check the required documents. 1.1 Encode all the information on the affidavit to use the surname of the father " <u>AUSF</u> " 1.2 Present the document to verify if there are Any corrections. 1.3 Issue the Order of Payment after the Client verifies the document. 1.4 Print and put registry number.	530.00	15 minutes 5 minutes	Rey Leonard T. Allonar or Joel V. Bangcong <u>Emma B. Jabagat</u> Ass't. Registration Officer

1. Payment <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	2. MCR signs, and seals the document 2.1 Ready the document for releasing.		5 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
3. Return to the Municipal Civil Registry Office and show Official Receipt for the releasing of document.	3. Check the Official Receipt. 3.1 Release the document to the client after checking and record the Official Receipt.		5 minutes	Rey Leonard T. Allonar or Joel V. Bangcong
Total			30 minutes	
END OF TRANSACTION				

2. DELAYED REGISTRATION

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Complex
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Municipal Civil Registrar
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Negative of Birth (2 photocopies) 2. Baptismal Certificate (2 photocopies)	1. Philippine Statistic Authority 2. Religious Sector

3. Voters Certificate (2 photocopies) 4. School Records (2 photocopies) 5. Immunization Card (2 photocopies)		3. COMELEC 4. School Graduated (Elementary/High School) 5. Municipal Health Office (MHO)		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents needed for the delayed registration of birth for assessment and verification.	1. Received the required documents and assess for completeness, accuracy and authenticity.	430.00	5 minutes	<u>Emma B. Jabagat</u> A'sst. Registration Officer
2. Fill out the information sheet given by	2. Verify the information written on the information sheet. 2.1 Encode all the information given by the informant. 2.2 Present the document to the client to verify if there are any corrections.		10 days	<u>Emma B. Jabagat</u> A'sst. Registration Officer
3. Pay the required fee to the Municipal Treasurer's office by showing the order of payment.	3. Issue the order of payment if all required documents were given.			<u>Marcel L. Cui</u> Municipal Civil Registrar
4. Return to the Municipal Civil Registry office and show Official Receipt.	4. MCR review and verifies the document and have it posted for 10 working days. 4.1 Print and put registry number.			Allonar, Rey and Bangcong, Joel

	5. Instruct the client to return with the fix date for the releasing of documents after 10 working days posting.			Allonar, Rey and Bangcong, Joel
Total			10 days and 5 minutes	
END OF TRANSACTION				

3. MARRIAGE APPLICATION/LICENSE/REGISTRATION

The Municipal Civil Registry legally and formally recognizes the union of two people as partners in a personal relationship creating a life-long commitment-marriage being a social inviolable institution of permanent union of man and a woman whose nature and consequence are governed by law. Moreover, one indispensable requirement under the Family Code is marriage license duly obtained by parties prior to contracting marriage unless expressly exempt.

OFFICE		Municipal Civil Registrar		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		One of the contracting parties is a bonafide resident of Salay, Misamis Oriental		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Application and Issuance of Marriage License: 1. PSA Birth Certificate (2 Photocopies each) 2. Certificates of NO Marriage (CENOMAR) 2 copies 3. Community Tax Certificate (CEDULA) 4. Pre-Marriage Counseling (PMC) 5. Tree Planting Certificate Solid Waste Management Certificate		1. Philippine Statistics Authority (PSA) 2. Philippine Statistics Authority (PSA) 3. Municipal Treasurers Office (MTO) 4. Municipal Social Welfare Development Office (MSWDO) 5. Office of the Barangay Captain MENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	Receive the required documents and	800.00 for the license		

<p>needed for the application for Marriage License. <i>* PMC Certificate can only be obtained by attending the PMC Seminar which is only scheduled every 3rd Wednesday of the month.</i></p>	<p>assess for completeness, accuracy and authenticity of the same.</p>	<p>additional 2.00 for the receipt</p>	<p>3 Minutes</p>	<p><u>Emma B. Jabagat</u> Ass't. Registration Officer</p>
<p>2. Fill out the application forms given by the Accommodating staff. <i>* Parents must be present if one or both of the contracting parties are 18-25 years of age for the Consent of Marriage or Advice.</i></p>	<p>2. Verify the information written on the application forms. 2.1 Issue Order of Payment for the Application of Marriage License.</p>		<p>15 Minutes</p>	<p><u>Emma B. Jabagat</u> Ass't. Registration Officer</p>
<p>3. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i></p>	<p>3. The accommodating staff will write the registry number of the application forms duly signed by the MCR.</p>		<p>5 Minutes</p>	<p><u>Emma B. Jabagat</u> Ass't. Registration Officer</p>
<p>4. Return to the Municipal Civil Registry Office and show Official Receipt</p>	<p>4. Check the Official Receipt and record to the application forms the day of issuance together with the 10 day posting for</p>		<p>10 Days</p>	<p><u>Emma B. Jabagat</u> Ass't. Registration Officer</p>

	the releasing of documents.			
5. The applicants must wait for the 10 working day posting. Once the deadline of the releasing of the documents arrive, they will return to the Municipal Civil Registrar's Office to claim the Marriage License.	5.The accommodating staff will ready the documents needed for the Marriage License.		5 minutes	<u>Emma B. Jabagat</u> Ass't. Registration Officer
	5.1 Recheck the documents for any missing Requirements.		10 minutes	
	5.2 MCR sign and release the license		3 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
Total			10 days and 41 minutes	
END OF TRANSACTION				

4. DEATH REGISTRATION:

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	People who died within the jurisdiction of Salay, Misamis Oriental
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Timely Registration: 1. PSA or Local Birth of the decease (1 copy)	1. Philippine Statistic Authority/Local Civil Registry
Late Registration: 1. PSA Negative of Death (2 photocopies) 2. Burial Certificates (2 photocopies) <i>* If the deceased died for a long time, they need to seek approval to have counter sign of the</i>	1. Philippine Statistic Authority 2. Office of the Secretary (Religious Sector)

<i>death certificates processed by LCR to Municipal Health Officer or Municipal Health Physician before proceeding to the Municipal Civil Registry Office for the registration.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document/s needed for the registration of death	1. Received the required documents and assess for completeness, accuracy and authenticity of the same.	50.00 Burial Permit for timely registration	3 mins	Rey Leonard T. Allonar or Joel V. Bangcong
2. Give sufficient information needed for the registration of death.	2. Encode all the information given the informant. 2.1 Present the document to verify if there any Client corrections. 2.2 Instruct the client to proceed to the Municipal Health Officer or the Rural Health Physician for the verification of the death of the decease. They are as well proceed to embalmer for the signature.		15 mins	<u>Emma B. Jabagat</u> Ass't. Registration Officer Rey Leonard T. Allonar or Joel V. Bangcong
3. Return to the Municipal Civil Registry Office for the continuation of the document. <i>* For late registration, they are required to filed affidavit or proceed to the Public Attorney's Office for notarize the document</i>	3. Issue Order of Payment if all required documents are given. 3.1 Print and put registry number		5 mins	Rey Leonard T. Allonar or Joel V. Bangcong

<i>if there are no legal infirmities.</i>				
<p>4. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i></p>	<p>4. MCR signs and seals the document.</p> <p>4.1 Ready the document for releasing.</p>		5 mins	<u>Emma B. Jabagat</u> Ass't. Registration Officer
<p>5. Return to the Municipal Civil Registry Office and show Official Receipt for the releasing of document. <i>* There will be a 10 day posting for late registration before the document is released.</i></p>	<p>5. Check the Official Receipt 5.1 Instruct the client to return on exact date for 10 working days</p> <p><u>LATE REGISTRATION.</u></p> <p>5.2 Release the document to the client after checking and record the official receipt.</p>	430.00 for late registration	3 mins	<u>Marcel L. Cui</u> Municipal Civil Registrar Rey Leonard T. Allonar or Joel V. Bangcong
Total				26 minutes
END OF TRANSACTION				

5. ISSUANCE OF TRUE COPY OF BIRTH, DEATH AND MARRIAGE CERTIFICATE

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen

WHO MAY AVAIL		People who registered in Salay, Misamis Oriental		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original of birth, death and marriage certificate / (CTC)		1. Philippine Statistic Authority or Local Civil		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will be asked what the date of birth, date of death or date of marriage.	1. Check the records on the computer or on the record books base on the client's given information. 1.1 Issue Order of Payment if the information is found.	100.00 for each copy of Birth, Death and Marriage	5 mins	Rey Leonard T. Allonar or Joel V. Bangcong
2. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	2. Print the document and sign as verifying person. 2.1 MCR signs and seals the document. <i>* If the client asks for a copy of the original document, photocopy and let MCR sign it as a certified true copy.</i> 2.2 Ready the document for releasing.	30.00 for Documentary Stamp 100.00 Each copy for Certified True Copy	5 mins 3 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
3. Return to the Municipal Civil Registry Office and show Official Receipt for the releasing of document	3. Check the Official Receipt. 3.1 Release the document to the client after checking and record the Official Receipt.		3 mins	Rey Leonard T. Allonar or Joel V. Bangcong
Total			16 minutes	
END OF TRANSACTION				

<p>2. Not less than two (2) public or private documents upon w/c the correction shall be based.</p> <p>2.1 Baptismal Certificates 2.2</p> <p>Drivers License</p> <p>2.3 Voters Affidavit 2.4</p> <p>Insurance</p> <p>2.5 Employment Record 2.6</p> <p>GSIS Record</p> <p>2.7 SSS Record 2.8</p> <p>Land Titles</p> <p>2.9 Medical Records 2.10</p> <p>Bank Passbook</p> <p>2.11 Business Record 2.12</p> <p>NBI/Police Clearance</p> <p>2.13 Certificates of Land Transfer</p> <p>2.14 Civil Registry Records of ascendants</p> <p>2.15 School Record 2.16</p> <p>Others</p>	<p>6. Philippine National Police (PNP)</p> <p>7. Any NEWS Publisher Sector</p> <p>8. S.S.S.</p> <p>9. School Graduated (Elementary/High School)</p> <p>10. Office of the Barangay or Municipal Treasurer's Office.</p> <p>11. Philippine Statistic Authority/Local Civil Registry</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
<p>1. Client will be interviewed on what are the errors. <i>* Errors that may affect the STATUS, AGE, and NATIONALITY of the petitioner cannot be made in the LCR but may be undertake in Court pursuant to RULE 108 of the Rules of Court.</i></p>	<p>1. Take note of the errors mentioned by the client.</p> <p>1.1 Give a list of requirements to the client for them to supply to act as supporting documents for the error petitioned.</p>	<p>3,000.00 filing fee for CFN</p> <p>1,000.00 filing fee for CCE</p>	<p>10 mins</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>
<p>2. Client will supply the list of requirements given by the accommodating staff.</p>	<p>2. Prepare the petition for the client to sign once the requirements are met.</p>		<p>20 Minutes</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>

	2.1 Issue Order of Payment after the client signs the documents.			
3. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	3. The documents will be signed by the MCR for verification.		5 Minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
4. Return to the Municipal Civil Registry Office and show Official Receipt for additional instructions.	4. Give personal copy of advice to the client and wait for 3 months for the approval of the client's petition from PSA Manila		5 minutes	
Total			40 minutes	
END OF TRANSACTION				

7. PROCESSING OF BIRTH, DEATH AND MARRIAGE CERTIFICATE IN SECURITY PAPER (SECPA), ON COURT ORDERS.

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	People who registered in Salay, Misamis Oriental
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Approved petition 2. Certificate of Finality 3. Postal Money Order 4. Payment for LBC 5. Certificate of Court Order Registration 	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
<p>1. Will be informed by the MCR of the approved petition or court order and give necessary documents to process the documents in SECPA.</p>	<p>1. Give a list of requirements to the client for the processing of SECPA. is found.</p>	<p>Local Fee 450.00 Foreign Fee 500.00 1,000.00</p>	<p>10 mins</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>
<p>2. Client will go to the Post Office and buy Postal Money Order. <i>* For court orders, clients are advised to get the Certificate of Finality and the Approved Petition from Court before buying Postal Money Order.</i></p>	<p>2. Prepare the transmittal and other documents.</p>	<p>0</p>	<p>1 Hour 3 minutes</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>
<p>3. Return to the Municipal Civil Registry Office to hand in the Postal Money Order. <i>* Additional Certificate of Finality and Approved Order if the documents are from court.</i></p>	<p>3. Issue Order of Payment</p>		<p>5 minutes</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>
<p>4. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment.</p>	<p>4. Ready the documents to be given to the client.</p>		<p>5 minutes</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>

<p>* <i>Make sure to secure Official Receipt that will be issued upon payment</i></p> <p>* Adoption</p> <p>* Annulment of Marriage</p> <p>* Divorce/Legal Separation</p>				
<p>5. Return to the Municipal Civil Registry Office and show Official Receipt for the copy of transmittal and other documents</p>	<p>5. Give personal copy transmittal and other documents and advice the client to wait for 2 months for the SECPA from PSA Manila.</p>		<p>5 minutes</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>
Total			1 hour and 30 minutes	
END OF TRANSACTION				

8. APPLICATION OF PETITION FOR CORRECTION OF SEX/GENDER AND MONTH/DATE OF BIRTH UNDER R.A. 10172.

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	People who registered in Salay, Misamis Oriental
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Correction of SEX/GENDER</p> <p>1. Document to be corrected-BC in SECPA</p> <p>2. Earlier SCHOOL RECORD or earliest SCHOOL Documents.</p> <p>3. Medical Records</p> <p>4. Baptismal Certificates and other documents issued by religious authorities.</p>	<p>1. Philippine Statistic Authority (PSA)</p> <p>2. Government Doctor only</p> <p>3. National Bureau Investigation agency</p> <p>4. Parish Church/ Religious Sector</p> <p>5. Workplace/Company</p> <p>6. Police Station</p> <p>7. COMELEC</p>

<p>5. NBI Clearance 6. Police Clearance 7. Employers clearance if employed or affidavit of unemployment if not employed. 8. Medical Certificates issued by an accredited government physician that the petitioner has not undergone SEX change or SEX transplant. 9. Certificate of Authenticity of the certificates issued by the accredited government physician certifying that the petitioner/document owner has not undergone SEX change or SEX transplant.</p>	<p>8. Philippine Statistic Authority/Local Civil Registry 9. School Graduated (Elementary/High School)</p>			
<p>For MONTH/DATE of BIRTH 1. Document to be corrected- BC in SECPA 2. Earlier SCHOOL RECORD or earliest SCHOOL Documents. 3. Medical Records 4. Baptismal Certificates and other documents issued by religious authorities. 5. NBI Clearance 6. Police Clearance 7. Employers clearance if employed or affidavit of unemployment if not employed. 8. Affidavit of Publication and NEWS paper clippings.</p>	<p>1. Philippine Statistic Authority (PSA) 2. Government Doctor only 3. National Bureau Investigation agency 4. Parish Church/ Religious Sector 5. Workplace/Company 6. Police Station 7. COMELEC 8. Philippine Statistic Authority/Local Civil Registry 9. School Graduated (Elementary/High School) 10. Office of the Barangay or Municipal Treasurer’s Office 11. Health Institutions 12. NEWS Publisher</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client will be interviewed on what are the errors. <i>* Errors that may affect the STATUS, AGE, and NATIONALITY of the petitioner cannot be made in the LCR but may be undertaken in Court pursuant to</i></p>	<p>1. Take note of the errors mentioned by the client. 1.1 Give a list of requirements to the client for them to supply to act as supporting documents for</p>	<p>3, 000 filing FEE</p>	<p>10 mins</p>	<p><u>Marcel L. Cui</u> Municipal Civil Registrar</p>

<i>RULE 108 of the Rules of Court.</i>	the error petitioned.			
2. Client will supply the list of requirements given by the accommodating staff.	2. Prepare the petition for the client to sign once the requirements are met. 2.1 Issue Order of Payment after the client signs the documents.		20 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
3. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	3. The documents will be signed by the MCR for verification.		3 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
	4. Give personal copy of advice to the client and wait for 3-6 months for the approval of the client's petition from PSA MANILA.		2 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
Total			35 minutes	
END OF TRANSACTION				

9. LEGITIMATION

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	People who registered in Salay, Misamis Oriental
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Birth Certificate of the Child 2. Marriage Certificate of Parents 3. Affidavit of Legitimations (Court) 4. Affidavit Acknowledgement (Court)	1. Philippine Statistic Authority/Local Civil Registry 2. Philippine Statistic Authority/Local Civil Registry 3. Personal Copy of Birth Certificate of Child

CLIENT STEPS	4. Public Attorney's Office 5. Post Office	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit the required documents needed for the Legitimations of the birth of the child.	1. Prepare the documents needed for the Legitimations to be processed in PSA Manila. 1.1 Issue Order of Payment after verifying the completeness of the documents.	300.00	20 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
2. Pay the required fee to the Municipal Treasurer's Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	2. MCR signs the documents ready for delivery.		10 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
3. Return to the Municipal Civil Registry Office for the delivery of the documents.	3. Check the Official Receipt. 3.1 Advice the client to return after 3-6 months for the approval of the Legitimations.		3 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
Total			33 minutes	
END OF TRANSACTION				

10. APPROVED PETITIONS-RA 9048/10172, CFN AND SUPPLEMENTAL REPORT

OFFICE	Municipal Civil Registrar
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen

WHO MAY AVAIL		People who registered in Salay, Misamis Oriental		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth/Death/Marriage Certificate to be supplied 2. Specific supporting documents to be used for the supplementary document (refer in the Office) 3. Affidavit of Supplemental Report 4. Approved petition 5. Certificate of Finality 6. Record Sheet		1. Philippine Statistic Authority/Local Civil Registry 2. Institutions that provide the documents 3. Public Attorney's Office		
CLIENT STEPS	4. Public Attorney's Office 5. Post Office	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit the required documents needed for the supplemental of birth/death/ marriage certificate.	1. Prepare the documents needed for the supplementation to be processed in Regional Office Region X, Cagayan de Oro City. 1.1 Issue Order of Payment after verifying the completeness of the documents.	200.00	20 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
2. Pay the required fee to the Municipal Treasurers Office by showing the Order of Payment. <i>* Make sure to secure Official Receipt that will be issued upon payment.</i>	2. MCR signs the documents ready for delivery.		10 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar
3. Return to the Municipal Civil Registry Office for the delivery of the documents. <i>* Clients can choose whether they will send the documents or let the Office</i>	3. Check the Official Receipt. 3.1 Advise the client to return after 1 month for the approval of the Supplementations and Petitions		10 minutes	<u>Marcel L. Cui</u> Municipal Civil Registrar

handle the sending of documents.				
Total			30 minutes	
END OF TRANSACTION				

1. Marriage Fees:	
a) Application for marriage license	500.00
b) Marriage license fee	300.00
c) Marriage Solemnization fee	1,000.00
2. For registration of the following:	
a) Legitimations	300.00
b) Adoption (Local) / (Foreign)	450.00 / 500.00
c) Annulment of Marriage	1,000.00
d) Divorce/Legal Separation	1,000.00
e) Naturalization	650.00
f) Correction of Clerical Error (Name/Sex/Gender/Date of	3,000.00
g) Correction of Clerical Error (9048)	1, 000.00
h) Migrant Petition Service Fee	3, 000.00
x Change of Spelling/Clerical Error	1,000.00
x Change of Spelling/Clerical Error	500.00
3. For certified copies of any document in the register, for page:	100.00
4. Birth:	
a) 1 month and above with USF	500.00
b) Certification Fee (destroyed/not available)	100.00
5. Burial Fees:	
a) Burial permit Fee	50.00
c) Transfer of cadaver	200.00
6. Birth/Death/Marriage Registration	

a) Late/Delayed

200.00

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