

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**SERVICE RENDERED:** *Issuance of Certified Copies of Birth, Marriage and Death Certificates***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:The General Public (local and foreign)- not only those from the municipality but also residents of other municipalities and Provinces born, died and had their wedding ceremonies here.**What are the Requirements:**

Official Receipt

Duration: 13 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Verify the availability of the requested Document in the Register of Birth, Marriage and death as the case may be	Verifies availability of document Being requested. Advise Client to pay if records are available. Inform also if no record can be found.	5 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel Sarmiento/ Jennylyn B. Micu/ Oliver Jan Oriel	
2 nd	Client pays the required fees at the Treasurer's Office	Issue official receipt	3 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	P 120.00-All Certificates P 15.00-Stamp Documentary
3 rd	Wait for the requested document to be signed and released	Receives the official receipt and prepare the requested document. Employee signs and release it to the client	5 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel Sarmiento	Official Receipt
			TOTAL: 13 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: Registration of Live Birth, Marriages and Death

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break
Monday - Friday

Who May Avail of the Service:

The General Public (local and foreign)- not only those from the municipality but also residents of other municipalities and Provinces born, died and had their wedding ceremonies here.

What are the Requirements:

Duration: 40 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client fills up the registration questionnaire	Receives questionnaire duly filled up or interview applicant if unable to write	10 minutes	Jennylyn B. Micu/ Marjorie R. Mortera/ Rachel Sarmiento	
2 nd	Wait for the document to be typewritten in the prescribed form	Advise client to wait and type all information given by the in the prescribed form	15 minutes	Jennylyn B. Micu/ Oliver Jan Oriel	
3 rd	Client reviews the typewritten information, make corrections if there are any, and signs the documents	Tell the client to review the document and assist in affixing his\her signature	10 minutes		
4 th	Wait for your file copy to be released after signature of the employees concerned	Receives back the document and employee and the MCR signs afterwards, then release the copy for the client.	5 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel Sarmiento	
			TOTAL: 40 minutes		

--- End of transaction ---

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Petition for Change of First Name / Correction of Entry in Sex, Month and Day of Birth*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

All individuals born in the municipality with discrepancies in first names

What are the Requirements:

Three (3) photocopies each

1. Certificate of Live Birth to be corrected
2. NBI Clearance
3. Affidavit of unemployment subscribed by lawyer (if unemployed)
4. Police Clearance
5. Clearance from employer (if employed)
6. Affidavit of publication

Three (3) photocopies of any five (5) of the following

1. Baptismal Certificate
2. Voter's Registration
3. GSIS Record
4. SSS Record
5. Medical Record
6. Business Record or DTI
7. School Records
8. Driver's License
9. Insurance
10. Civil Registry Records of Ascendants
11. Land Titles
12. Certificate of Land Transfer
13. Bank Passbook
14. Elementary School Records (for sex/day & month of birth)
15. Medical Records (for sex/day & month of birth)

Duration: 3 months

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Applicant submits copies of the requirements	Receive and verify authenticity and completeness of additional requirements	15 minutes	Josie L. Lustina	1. Baptismal Certificate 2. Voter's Registration 3. GSIS Record 4. SSS Record 5. Medical Record 6. Business Record or DTI 7. School Record 8. Driver's License 9. Insurance 10. Civil Registry Records of Ascendants 11. Land Titles 12. Certificate of Land Transfer 13. Bank Passbook
2 nd	Wait for the petition to be prepared	Prepare documents in filling the petition	30 minutes	Josie L. Lustina	
3 rd	Pay Fees at the Treasurer's Office	Issue Official Receipt Inform client that the petition shall be posted in 10 days. Published for 2 weeks after which MCR will act on it.	5 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	Filing fee- 3,000.00 Service fee- 1,000.00 (Migrant Petition)
4 th	Wait for the action of the MCR/PSA on the petition	Forward documents to the NSO if MCR granted the petition; if not, inform the petitioner.	3 months	Josie L. Lustina	
5 th	Receive Copy of the document	Prepare Certificate of Finality. Release to client his/her copy	15 minutes	Josie L. Lustina	Certificate of finality – 200.00
			TOTAL: 3 months		

--- End of transaction ---

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: Petition For Correction Of Clerical Error Pursuant To RA 9048.

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break
Monday - Friday

Who May Avail of the Service:

All individuals wanted to change their first names or nicknames and correct typographical entries

What are the Requirements:

3 copies of any five (5) of the following:

1. Certificate of Live Birth to be corrected
2. Baptismal Certificate
3. Voter's Affidavit
4. Employment Record
5. GSIS Record
6. SSS Record
7. Medical Records
8. Business Records
9. School Records
10. Driver's License
11. Insurance
12. Civil Registry Records of Ascendants
13. Land Titles
14. NBI/Police Clearance
15. Bank Passbook

Duration: 3 months

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Applicant submit requirements to the Municipal Civil Registrar Wait for the document/s to be prepared and signed	Verify on the completeness and authenticity of documents presented. Advise client to wait Advise client to pay	30 minutes	Josie L. Lustina	All documents
2 nd	Pay the required fees at the Treasurer's Office	Issue Official Receipt	5 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	Filing Fee- 1,000.00 Service fee- 500.00 (Migrant Petition)
3 rd	Petitioner waits for decision/affirmation of the MCR/PSA	Decide on the petition after 10 days posting period	3 months	Josie L. Lustina	Certificate of finality – 200.00
4 th	Return to the MCR Office and receive copy of the document/pay the required fees	Forward documents to the NSO for affirmation Prepare Certificate of Finality upon receiving the affirmed petition			
			TOTAL: 3 months		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Late Registration of Live Birth*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Residents or individuals born in the municipality who's Certificate of Live Birth could not be given because it could not be found in the Register of Birth nor with the records of the NSO.

What are the Requirements:

1. Negative Certification from the NSO
2. Joint Affidavit of two disinterested persons duly notarized
3. Any two (2) of the following:
 - Baptismal Certificate
 - Marriage Certificate
 - Voter's registration
 - Identification cards
 - School records

Duration: more than 10 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present the required documents	Check documents presented	5 minutes	Jennylyn B. Micu	All documents
2 nd	Wait while the document is being typewritten	Type the information provided in the prescribed form	10 minutes	Jennylyn B. Micu	
3 rd	Review the finished document, sign afterwards	Tell Applicant regarding the 10 days posting period for late registration	10 days	Josie I. Lustina/ Rachel Sarmiento/ Marjorie Mortera	

4 th	Receive the birth certificate	Release after 10 days	2 minutes	Josie L. Lustina/ Rachel Sarmiento/ Marjorie Mortera	
			TOTAL: 10 days		

--- End of transaction ---

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: Issuance of Marriage License

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Couples (one or both couples are residents of Villasis) of legal ages

What are the Requirements:

1. Birth Certificate if the contracting party is not from the Villasis
2. Parental/Guardian Consent for
 1. Applicants 18-20 years old
 2. Parental/Guardian Advise for
 3. Applicants 21-24 years old
 4. For foreigners- Certified of legal Capacity to Contract Marriage
 5. For applicants who are previously married
 - Death Certificate of deceased spouse
 - Decree of Divorce
 - Decree of Annulment
 6. Certificate of No Marriage (CENOMAR) from the National Statistics Office
 7. Official Receipt
 8. Certificate of Attendance to the Pre- Marriage Counseling and Family Planning Seminar
 9. Parents/Guardians Advise or Consent (as the case maybe)

Duration: more than 10 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Clients presents documents required (when needed) and fill up application form	Verify authenticity and completeness of documents presented	30 minutes	Marjorie Mortera	

2 nd	Pay fees at the Treasurer's Office	Issue Official receipt	10 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	Marriage application fee- 100.00 Pre-Marriage Counseling fee- 50.00 License fee- 2.00 Additional Requirement: 1. Attend Pre-Marriage Counseling 2. Family Planning Seminar
3 rd	Return after ten (10) consecutive days for the release of the Marriage License	Brief applicants on the other requirements necessary before the release of the license	15 minutes	Josie L. Lustina	
		Issue marriage license	10 days	Josie L. Lustina	
			TOTAL: 10 days		

--- End of transaction ---

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Registration of Foundling*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break
Monday - Friday

Who May Avail of the Service:

The general public

What are the Requirements:

Certification of the Brgy. Captain or Police authority regarding the report made by the finder

Duration: 1 hour and 15 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Finder shall report immediately after finding a foundling to the Brgy. Captain / to the Police headquarters / MSWDO	Interview the finder regarding the child found	30 minutes	Brgy. Captain / PNP / MSWDO	Certification of the Brgy. Captain or Police authority regarding the report made by the finder
2 nd	Register the foundling to the office of the Mun. Civil Registrar	Receives and review the documents submitted	20 minutes	Josie L. Lustina	
3 rd	Wait for the document to be typewritten in the prescribed form	Advise the client to wait and type the certificate of foundling	15 minutes	Marjorie Mortera	
4 th	Client reviews the typewritten information	Tell the client to review the document and assist in affixing his/her signature	5 minutes	Josie L. Lustina/ Marjorie Mortera	
5 th	Clients waits for his/her file copy after signature of the employee concerned	Receive back the document and the Mun. Civil Registrar signs afterwards, then release the copy of the client	5 minutes	Josie L. Lustina	
			TOTAL: 1 hour and 15 minutes		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Late Registration of Death*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break
Monday - Friday

Who May Avail of the Service:

Relative of a person who have been died in the municipality who's Certificate of death could not be given because it could be found in the Register of Death nor with the records of the NSO

What are the Requirements:

1. Negative result from the NSO
2. Joint affidavit of two disinterested persons duly notarized
3. Death certificate issued by the church
4. Other documents pertaining to the death of the person

Duration: 10 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present the required documents	Check documents presented	5 minutes	Rachel Sarmiento	All Documents
2 nd	Review the finished document, sign afterwards	Tell applicant regarding the 10 days posting period for late registration	10 days	Josie I. Lustina/ Rachel Sarmiento	
3 rd	Receive the death certificate	Release after 10 days	2 minutes	Josie L. Lustina/ Rachel Sarmiento	
			TOTAL: 10 days		

- - - - End of transaction - - - -

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Registration of Court Decree/Order*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Those who filed their petitions at the Regional trial Court here in the Municipality and those from other Cities/Municipalities provided that their birth/marriage/death were registered on the office.

What are the Requirements:

1. Court Decree/Order
2. Certificate of Finality
3. Entry of Judgment
4. Decree of Adoption (for adoption)
5. Official Receipt

Duration: more than 2 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client presents the required documents to the office	Check the documents presented	10 minutes	Marjorie R. Mortera	1. Court Decree/Order 2. Certificate of Finality 3. Entry of Judgment 4. Decree of Adoption (for adoption)
2 nd	Clients pays the required fees at the Treasurer's Office	Issue official receipts	10 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	Registration- 500 Certification Fee- 100 Annotated birth/death/marriage certificate- 135 Un-annotated birth/death/marriage certificate- 135 Amended Certificate of Live Birth (Adoption) 135

3 rd	Return after 2 working days for the release of the documents	Signs the documents	3 minutes	Josie L. Lustina	
			TOTAL: 2 working days		

--- End of transaction ---

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Issuance of Legitimation*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Illegitimate children born in the municipality

What are the Requirements:

1. Advisory of marriages
2. Certificate of Live Birth (photocopy)
3. Marriage contract
4. Affidavit of Legitimation
5. Affidavit of acknowledgment/admission of paternity (if not acknowledged at the time of birth)

Duration: more than 2 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client submits the required documents	Receives and verify authenticity of the requirements	15 minutes	Marjorie Mortera	1. Advisory of marriages 2. Certificate of Live Birth (photocopy) 3. Marriage contract 4. Affidavit of Legitimation 5. Affidavit of acknowledgment/admission of paternity (if not acknowledged at the time of birth)
2 nd	Client pays the required fees at the Treasury Office	Issue Official Receipt	10 minutes	Rachel Sarmiento/ Gladys B. Salazar/ Gloria R. Pulmano	Legitimation fee- 100 Birth Certificate fee- 135 Certification fee- 100 Certified photocopy /document- 50

3 rd	Receives a copy for the legitimation	Release the copy of the client	TOTAL: 2 working days	Marjorie Mortera	
-----------------	--------------------------------------	--------------------------------	------------------------------	------------------	--

---- End of transaction ----

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: ISSUANCE OF SUPPLEMENTAL REPORT

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Citizen who were born/married here in the municipality

What are the Requirements:

1. Affidavit of Supplemental report
2. Photocopy of the birth/marriage issued by NSO
3. Official Receipt

Duration: more than 2 days

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Client submits the required documents and pay afterwards	Review the documents submitted	5 minutes	Rachel Sarmiento	1. Affidavit of Supplemental report 2. Photocopy of the birth/marriage issued by NSO
2 nd	Client pays the required fees at the Treasury Office	Issue Official Receipt	10 minutes	Leda Organo/ Gladys B. Salazar/ Gloria R. Pulmano	Birth Certificate fee- 240 Documentary Stamp- 30
3 rd	Wait for the release of the documents	Release the documents	2 working days	Rachel Sarmiento	
			TOTAL: 2 working days		

---- End of transaction ----