



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY CIVIL REGISTRAR'S OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
1. Issuance & Releasing of Certified True copies of births, deaths and marriage certificates and certifications.	1. Fill-up verification slip & advise client to pay the fee to the city treasurer's office.	within a day	Marife Faustino	Verification slips	CTC = P65.00 Endorsement = P300.00
	2. Issue Certified True Copies (CTC) birth, death and marriage thru data base for signature. 3. Releasing of Certified True Copies (CTC's). 4. Authentication	5 mins.	Imelda A. Roa Karren D. Kempis Liesel C. Placa Lirio T. Lerios Jomarlyn H. Seberre Ernesto Abanes Donato R. Lagariza	Photocopy of the Birth, Marriage and Death Certificate.	Authentication = P 20.00/ per copy
Application for Marriage License	1. Interview applicants applying for marriages license.		Imelda A. Roa Rochelle Q. Estadilla	1. Birth certificate/baptismal certificate. 2. Parents consent/advice if below applicants are 25 years of age 3. Pre-marriage counseling 4. CENOMAR from NSO 5. Affidavit of Singleness	Application fee = P300.00 Solemnization fee = P500.00 Registration fee = P100.00 License fee = P300.00


	<ol style="list-style-type: none"> 2. Pay fees at City Treasurer's Office 3. Advice applicants to attend the pre-marriage counseling. 4. Advice clients to come back after 10 days posting. 5. Issuance of the Marriage License. 	<p>11th day (including Saturdays and Sundays)</p> <p>5 mins.</p>		<p>FOR FOREIGN APPLICANTS</p> <ol style="list-style-type: none"> 1. Permit to marry from the Embassy. 2. Divorce paper 	
<p>BIRTH</p> <p>A. TIMELY REGISTRATION</p> <p>B. LATE REGISTRATION</p>	<ol style="list-style-type: none"> 1. Registration of birth. 1. Interview applicants for late registration. 2. Registration of the certificate of Live Birth after 10 days posting. 	<p>5 mins.</p> <p>10 days posting including Saturdays and Sundays)</p>	<p>Imelda A. Roa Ma. Arra C. Tabao Roselyn D. Nedera</p>	<ol style="list-style-type: none"> 1. Certificate of Live Birth from Hospital and Clinic. 1. Baptismal Certificate/Voter's Cer. Record 2. Marriage contract of parents 3. Affidavit of Corroboration of petitioner 4. Joint Affidavit of two disinterested persons. 5. Barangay Certification Persons 	<ol style="list-style-type: none"> 1. Timely Registration/ Documentation = P300.00 2. Late Registration = P500.00 3. Endorsement = P300.00
<p>LEGITIMATION</p>	<ol style="list-style-type: none"> 1. Interview applicants for legitimation. 2. Advice clients to come back after 10 days posting 	<p>3 days</p>	<p>Imelda A. Roa Karren Kempis Ma. Leticia Badidles</p>	<ol style="list-style-type: none"> 1. Birth Certificate from NSO 2. CENOMAR (both parents) 3. Affidavit of Acknowledgment of paternity (if not acknowledge by the father at the time of birth) 4. Affidavit of Legitimation 5. Marriage Contract of the Parents (NSO) 6. Valid ID's of parents 7. Residence Certificate. 	<ol style="list-style-type: none"> 1. Legitimation = P500.00 2. Endorsement = P300.00 3. CTC = P65.00

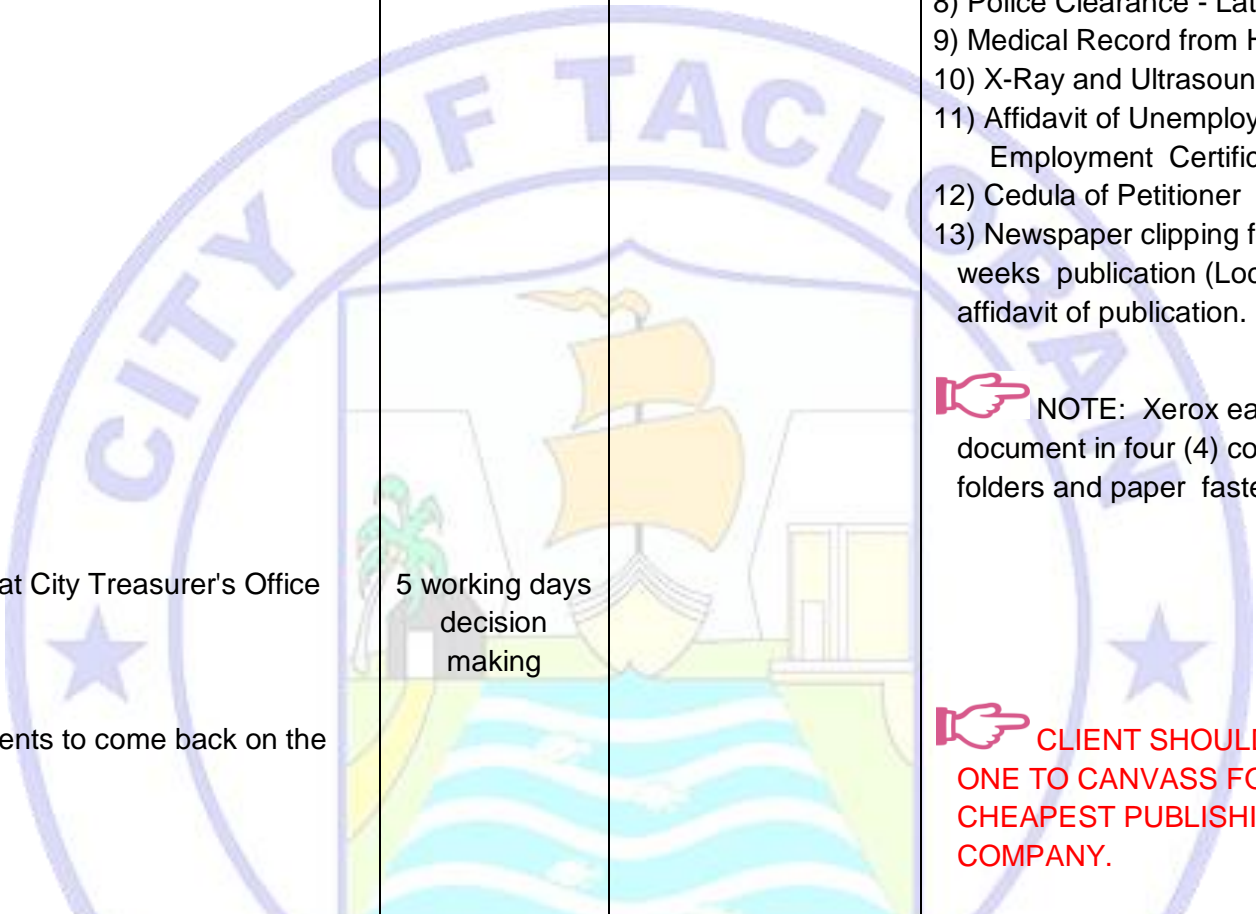


<p>RA 9255 (the act allowing illegitimate children to use the surname of the father)</p> <p>1. TIMELY REGISTRATION</p>	<p>1. Advice client to have the AUSF duly notarized by a lawyer.</p>	<p>5 mins.</p>	<p>Imelda A. Roa Karren Kempis Michelle A. Dapunan</p>	<p>(A)</p> <ol style="list-style-type: none"> 1) Certificate of Live Birth from Hospital and Clinic. 2) Notarized at the back of certificate of live birth (AFFIDAVIT OF ACKNOWLEDGEMENT/ ADMISSION OF PATERNITY) with signature of the father. 3) AUSF executed by the mother 	<ol style="list-style-type: none"> 1. Documentation = P300.00 2. Endorsement = P300.00 3. CTC = P65.00 4. Documentary Stamp = P15.00
<p>2. LATE REGISTRATION</p>	<p>2. Advice clients to come back after 10 days</p>	<p>10 days posting (excluding Saturdays and Sundays)</p>	<p>(B)</p> <ol style="list-style-type: none"> 1) LCR Negative Result. 2) PSA (NSO) Negative Result. 3) Affidavit of Two Disinterested Persons. 4) Affidavit of Corroboration (for Petitioner) 5) Affidavit of Admission of Paternity (4 Copies Original) 6) Affidavit to use the surname of the (AUSF) (4 copies original) 7) Sworn attestation of Mother/ Guardian in the absence of mother (if the Child 7-17 yrs. old-Executed the AUSF) (4 Copies Original) 8) Any 2 of the following Documentary evidence showing the NAME OF CHILD, DATE OF BIRTH, PLACE OF BIRTH AND NAME OF PARENTS to wit: 	<ol style="list-style-type: none"> 1. Late Registration = P500.00 2. Endorsement = P300.00 3. CTC = P65.00 4. Documentary Stamp = P15.00 	

				<ul style="list-style-type: none"> * Baptismal Certificate (Original & Xerox) * School Records (Form 137) * Medical Record (Baby Book/Immunization Card) * Insurance Policy * Income tax return of Parents * Voters Registration Record (COMELEC) <p>9) BARANGAY CERTIFICATION (Stating: NAME OF CHILD, DATE AND PLACE OF BIRTH, NAME OF PARENTS) purpose for LATE REGISTRATION.</p> <p>10) VALID IDs and CEDULA both Parents (1 Xerox Copy)</p> <p>11) Certificate of Live Birth (from Hospital or Clinic)</p>	
<p>SUPPLEMENTAL REPORT (If missing entry in the birth certificate)</p>	<p>1. Advice client to execute an Affidavit to Supply Name 2. Advice client to be back after 3 days</p>	<p>3 days posting</p>	<p>Imelda A. Roa Judith P. Amescua</p>	<p>1. Supplemental Affidavit to Supply Name/Middle Name duly notarized by a lawyer</p>	<p>1. Endorsement = P300.00 2. Documentation= P300.00 3. CTC = P65.00 4. Documentary Stamp = P15.00</p>

<p>DEATH</p> <p>1. LATE REGISTRATION</p> <p>2. TIMELY REGISTRATION</p>	<p>1. Advice client to execute an Affidavit for delayed registration of Death.</p> <p>2. Advice clients to be back after 10 days posting.</p> <p>3. Releasing of document</p>	<p>10 days posting (including Saturdays and Sundays)</p> <p>5-10 mins.</p>	<p>Imelda A. Roa Ma. Arra C. Tabao</p> <p>Imelda A. Roa Karren D. Kempis Ma. Arra C. Tabao</p>	<p>1. Affidavit for delayed registration of death duly notarized by a lawyer.</p> <p>2. Negative Result from NSO</p>	<p>1. Late Registration = P500.00</p> <p>2. Endorsement = P300.00</p> <p>3. CTC = P65.00</p> <p>4. Documentary Stamp = P15.00</p> <p>1. Timely Registration/ Documentation = P300.00</p>
<p>MARRIAGE</p> <p>1. LATE REGISTRATION</p> <p>2. TIMELY REGISTRATION</p>	<p>1. Advice client to execute an Affidavit for delayed registration of Marriage</p> <p>2. Advice clients to be back after 10 days posting</p>	<p>10 days posting (including Saturdays and Sundays)</p> <p>5 mins.</p>	<p>Imelda A. Roa Karren D. Kempis Rochelle Q. Estadilla</p> <p>Rochelle Q. Estadilla</p>	<p>1. Affidavit for delayed registration of marriage.</p> <p>2. Negative Result from NSO</p> <p>3. Affidavit of Two Disinterested Person</p>	<p>1. Late Registration = P500.00</p> <p>2. Endorsement = P300.00</p> <p>3. CTC = P65.00</p> <p>4. Documentary Stamp = P15.00</p>

<p>RA 9048 CHANGE OF NAME</p>	<p>1. Interview the clients and advise to submit all the requirements for RA 9048 and RA 10172.</p>	<p>10 days posting (including Saturdays and Sundays)</p>	<p>Imelda A. Roa Ma. Faith S. Hobanil</p>	<p>1. Change of First Name</p>	<p>Filing Fee = P3,000.00 Indorsement = P 300.00</p>
<p>CLERICAL ERROR</p>				<p>2. Clerical Error of Birth or Marriage</p> <ul style="list-style-type: none"> * Certified machine copy of the certificate containing the alleged erroneous entry or entries. * Baptismal Certificate * Voter's Affidavit/Certification * GSIS Record * SSS Record * Medical Record * Business Record * School Record (DECS Form 137) * Driver's License * Insurance * Civil Registry Records of Ascendants: <ul style="list-style-type: none"> - Marriage Contract - Birth Certificate * Certificate of Land Titles * Bank Passbook * NBI Clearance * PNP Clearance * Employment Clearance (If employed) * Affidavit of Two (2) Disinterested Persons * Barangay Certificate * Others: _____ 	<p>Filing Fee = P1,000.00 Indorsement = P 300.00</p>
<p>RA 10172</p>					

<p>- CORRECTION OF DAY AND MONTH OF DATE OF BIRTH</p>		<p>10 days posting (including Saturdays and Sundays)</p>	<p>Imelda A. Roa Ma. Faith S. Hobanil</p>	<p>3. RA 10172 - Correction of Date and Month of Date of Birth</p> <ol style="list-style-type: none"> 1) NSO Birth Certificate 2) Baptismal Certificate 3) Earliest school record (Elem., high school and College) 4) Marriage Contract - (if married, if not, parents marriage cert.) 5) Valid ID's of Petitioner 6) LCRO Book Copy (office issuance) 7) NBI Clearance - Latest 8) Police Clearance - Latest 9) Medical Record from Hospital 10) Affidavit of Unemployment/ Employment Cetification) 11) Cedula of Petitioner 12) Newspaper clipping for two weeks publication (Local) <p> NOTE: Xerox each document in four (4) copies with folders and paper fasteners</p>	<p>Filing Fee = P3,000.00 Indorsement = P 300.00</p>
<p>- CORRECTION OF GENDER/ SEX</p>		<p>10 days posting (including Saturdays and Sundays)</p>		<p>4. Correction of Gender or Sex</p> <ol style="list-style-type: none"> 1) NSO Birth Certificate 2) Baptismal Certificate 3) Earliest school record (Elem., high school and College) 4) Marriage Contract - (if married, if not, parents marriage cert.) 5) Certificate of Authenticity (Issued by CCRO Office) 6) LCRO Book Copy (office issuance) 	<p>Filing Fee = P3,000.00 Indorsement = P 300.00</p>

	<p>2. Pay fees at City Treasurer's Office</p> <p>3. Advise clients to come back on the 16th day</p>	<p>5 working days decision making</p>		<p>7) NBI Clearance - Latest 8) Police Clearance - Latest 9) Medical Record from Hospital 10) X-Ray and Ultrasound - Latest 11) Affidavit of Unemployment / Employment Certification) 12) Cedula of Petitioner 13) Newspaper clipping for two weeks publication (Local) with affidavit of publication.</p> <p> NOTE: Xerox each document in four (4) copies with folders and paper fasteners</p> <p> CLIENT SHOULD BE THE ONE TO CANVASS FOR THE CHEAPEST PUBLISHING COMPANY.</p>	<p>Service Migrant Fee Change of Name = P1,000.00</p> <p>Indorsement = P300.00</p>
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IMELDA A. ROA
CITY CIVIL REGISTRAR