



OFFICE OF THE LOCAL CIVIL REGISTRAR

The office of Local Civil Registrar is mandated by Republic Act 3753 for the Civil Registry Law to facilitate registration in appropriate civil registry books all facts and acts concerning the civil status of person from birth to death including the changes taking place therein.

Civil registry forms are used to record the facts of birth marriage, death and all modification thereof occurring in a person lifetime.

SERVICES OFFERED

A. Registration of the Certificate of Live Birth [COLB]

REQUIREMENTS

- Certificate of Marriage of Parents
- Duly accomplished Information Sheet-Birth

For Delayed Registration

- Duly Accomplished Information Sheet
- Negative Result from Philippine Statistics Authority (PSA)
- Baptismal Certificate
- Marriage Contract of Parents/Informant
- Affidavit of two [2] disinterested persons present during the birth of the child
- Community Tax Certificate of the Informant

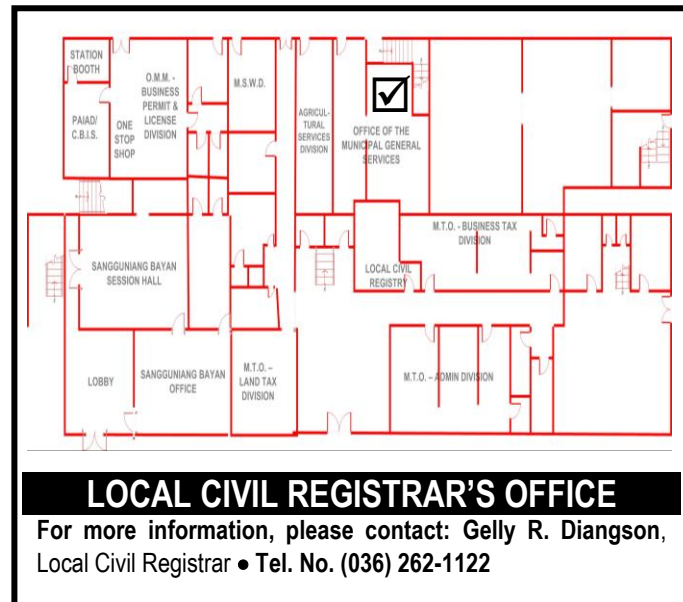
FEE

For Delayed Registration

- Legal Documentation Fee P240.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
<p>Home Birth</p> <p>1. Client requests Certificate of Live Birth (COLB) and submits requirements; Personnel in-charge receives and reviews documents submitted.</p>	5 minutes	<p>Lorna G. Tabay, Registration Officer II Liezl G. Tayco Assistant Registration Officer Analiza M. Malbas Administrative Aide IV Maria Grace M. Ventura Bookbinder I</p>





		Lourdes N. Macahilig Administrative Aide I Mary Katherine Rochelle I. Pabelico Administrative Aide I Glenita L. Fernandez Nancy C. Cabande Administrative Aides
2. Client verifies the accuracy of the information reflected in the COLB.		
3. Informant and/or attendant at birth signs the accomplished COLB.		
4. Staff records Live Birth in the Registry Book.	2 minutes	Liezl G. Tayco, Analiza M. Malbas
5. Municipal Civil Registrar (MCR) signs COLB.	1 minute	Gelly R. Diangson Municipal Civil Registrar
6. Releasing of the COLB.	1 minute	Liezl G. Tayco, Analiza M. Malbas
Approximate Processing time: 10 minutes		
Hospital Birth		
1. Client/Hospital Representative submits accomplished COLB for review.	2 minutes	Lorna G. Tabay, Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventur Lourdes N. Macahilig Mary Katherine Rochelle I. Pabelico Glenita L. Fernandez Nancy C. Cabande
2. Staff records Live Birth in the Registry Book	2 minutes	Liezl G. Tayco, Analiza M. Malbas
3. MCR signs COLB.	1 minute	Gelly R. Diangson Municipal Civil Registrar
4. Releasing of COLB.	1 minute	Liezl G. Tayco, Analiza M. Malbas
Approximate Processing time: 10 minutes		
For Delayed Registration		
1. Client fills in information sheet and submits requirements for review and preparation of COLB.	10 minutes	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Lourdes N. Macahilig Mary Katherine Rochelle I. Pabelico Glenita L. Fernandez Nancy C. Cabande
2. Staff instructs client to verify and review the accuracy of the information reflected in the COLB.	2 minutes	
3. Informant and/or attendant at birth signs the accomplished COLB.		
4. Client pays fee at the MTO.		Business Tax & Fees Division Staff
5. Posting for 10 days period.		Any of LCR Staff



6. Staff records Live Birth in the Registry Book after 10 days posting period.	2 minutes	Liezl G. Tayco, Analiza M. Malbas
7. MCR signs COLB.	1 minute	Gelly R. Diangson Municipal Civil Registrar
8. Releasing of the COLB.	1 minute	Any of LCR Staff

Approximate Processing Time : 20 minutes and ten (10) days posting period

B. Application for Marriage License [AML]

REQUIREMENTS

- Application Form
- Certificate of Live Birth
- Marriage Counseling Seminar Certificate, if one of the applicant is below 25 yrs old
Consent or advice of parents for applicants below 25 yrs old-form is available at the office
- Family Planning Seminar Certificate, if one of the applicant is 25 yrs old
- Certificate of No Marriage (CENOMAR)
- Legal Capacity to Marry from their respective embassy in Manila, if one of the applicants is foreigner
- Certificate of Death of the spouse if one of the applicants is widow/er
- Authenticated copy of COM from PSA with annulment entry if one of the applicants is annulled
- Divorce Papers for divorcee
- Certificate of Death of Parent, if deceased (applicable for 18-24 yrs old applicant)

FEES

- Both applicants are residents of the municipality P 90.00
- One of the applicants is not a resident of the municipality P 120.00
- One of the applicants is a foreigner P 240.00
- Family Planning Seminar P 120.00
- Marriage Counseling P 120.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH	
1. Clients submit requirements for Marriage License Application		Lorna G. Tabay, Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico Glenita L. Fernandez Nancy C. Cabande	
2. Staff interviews clients, reviews / verifies documents submitted and prepares application for Marriage License.	30 minutes		
3. Staff instructs the applicants to verify/check the data reflected on the Application for Marriage License and advises the same to pay corresponding fees at the MTO.	5 minutes		
4. Client pays fees at the MTO.			Business Tax & Fees Division Staff
5. Parents of the applicants below 25 yrs old sign the consent or advice in the presence of the MCR.			



6. MCR signs the AML	1 minute	Gelly R. Diangson
7. Posting for 10 days		Any LCR staff
8. MTO issues Marriage License		Business Tax & Fees Division Staff
9. Clients present Marriage License to MCR for signature and releasing.	5 minutes	Gelly R. Diangson Liezl G. Tayco

Approximate Processing Time : 45 minutes and 10 days posting period

C. Registration Of Certificate Of Marriage [COM]

REQUIREMENTS

- Certificate of Marriage (4 copies)
- Affidavit of cohabitation if Marriage is solemnized under Article 34 of Family Code (4 copies)
- Affidavit of two [2] disinterested persons present during the ceremony (**For Delayed Registration**)

FEES

- Solemnization Fee P 180.00 (if officiated by the Municipal Mayor)
- Legal Documentation Fee P 240.00 (for late registration)

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client presents Certificate of Marriage (COM), and other supporting documents for delayed registration, or Marriage officiated under Article 34; for review and issuance of Order of Payment for late registration and marriage officiated by the Municipal Mayor.	3 minutes	Lorna G. Tabay Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Lourdes N. Macahilig Mary Katherine Rochelle I. Pabelico Glenita L. Fernandez Nancy C. Cabande
2. Client pays fees at the MTO		Business Tax & Fees Division Staff
3. For late registration, posting for 10 Days is required		
4. Records Certificate of Marriage in the Registry Book	2 minutes	Any of LCR Staff
5. Municipal Civil Registrar [MCR] Signs COM.	2 minutes	Gelly R. Diangson
6. Releasing of the COM.	2 minutes	Any of LCR Staff

Approximate Processing Time : 10 minutes and 10 days posting period for late registration



D. Registration of the Certificate of Death/Fetal Death [COD]

☑ REQUIREMENTS

- Certificate of Death [4 copies]

For Delayed Registration

- Affidavit of two [2] disinterested persons who know the facts of death
- Community Tax Certificate of the Informant.

☑ FEES

- Kalibo residents entered in Kalibo P 30.00
- Transfer of cadaver to other towns P 180.00
- Death from other towns entered in Kalibo P 240.00
- Legal Documentation Fee for delayed registration P 240.00

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
Home Death		
1. Client requests Death Certificate and fills-in Information Sheet-Death		Lorna G. Tabay, Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Lourdes N. Macahilig Mary Katherine Rochelle I. Pabelico Glenita L. Fernandez Nancy C. Cabande
2. LCR staff receives and reviews Information Sheet-Death submitted and prepares Certificate of Death [COD].	5 minutes	
3. Informant verifies/checks the data reflected on the COD and signs it.		
4. Staff who prepares the COD signs the same.	1 minute	Any LCR staff
5. Client brings COD to RHU and embalmer for signature and submits the same to LCR staff for final review and issuance of Order of Payment.		
6. Client pays fee at the MTO.		Business Tax & Fees Division Staff
7. Client presents proof of payment and COD to LCR staff for posting at the Registry Book		Any LCR Staff
8. MCR signs COD.	1 minute	Gelly R. Diangson
9. Releasing of COD.	1 minute	Any LCR Staff
Approximate Processing Time: 10 minutes		



Hospital Death		
1. Client submits accomplished COD for review and issuance of Order of Payment	2 minutes	Any LCR Staff
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Client presents proof of payment and COD to LCR staff for posting at the Registry Book	2 minutes	Any LCR Staff
4. MCR signs COD.	1 minute	Gelly R. Diangson
5. Releasing of COD.	1 minute	Any LCR Staff
Approximate Processing Time: 5 minutes		
For Delayed Registration		
1. Client submits accomplished COD for review and issuance of Order of Payment	2 minutes	Any LCR Staff
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Client presents proof of payment and COD to LCR staff for preparation of Affidavit of Delayed Registration to be signed by the informant.	2 minutes	Any LCR Staff
4. Posting for 10 days period.		
5. Staff records COD after 10 days posting period.	2 minutes	Maria Grace M. Ventura
6. MCR signs COD.	1 minute	Gelly R. Diangson
7. Releasing of COD	1 minute	Any LCR Staff

Approximate Processing Time : 10 minutes and 10 days posting period



E. Registration of Court Order/Decree

ABOUT THE SERVICE

Change of Gender, Correction of Entries, Annulment of Marriage, Adoption.

REQUIREMENTS

- Certified Machine Copy of Court Order (4 sets)
- Certified Machine Copy of Certificate of Finality or Entry of Judgment (4 sets)
- If document subject of court order is registered in Kalibo, submit 8 photocopies

FEES

- Correction of Entries / Change of Gender P 240.00
- Annulment of Marriage P 360.00
- Adoption P 360.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client presents Court Order and Entry of Judgment for verification And issuance of Order of Payment.	5 minutes	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
2. Client pays fee to MTO.		Business Tax & Fees Division Staff
3. Staff records Court Decision in the Registry Book and prepares Certification of Court Order, Endorsement and Transmittal to Civil Registrar General (CRG) or concerned Local Civil Registrar.	1 hour	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
4. MCR signs documents.	5 minutes	Gelly R. Diangson
5. Releasing of documents	1 minute	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico

Approximate Processing Time : 1 hour and 10 minutes



F. Legitimation

REQUIREMENTS

- Submit in 4 copies
- CENOMAR [Certificate of No Marriage] of Father and Mother from PSA
 - Certificate of Live Birth [COLB] (8 copies)
 - Certificate of Marriage of Parents
 - Affidavit of Legitimation
 - Affidavit of Admission of Paternity, if the child is not acknowledge by the father during the birth
 - Certificate of Death, if one parent is dead

FEE

- Legitimation Fee: P 240.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits required documents for verification and issuance of Order of Payment.	5 minutes	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Staff records Legitimation in the Registry Book, prepares Certificate of Legitimation, Endorsement and Transmittal to Civil Registrar General (CRG)	1 hour	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
4. MCR signs the documents.	1 minute	Gelly R. Diangson
5. Releasing of documents	1 minute	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico

Approximate Processing Time : 1 hour and 10 minutes



G. Affidavit to Use the Surname of the Father [AUSF] RA 9255

REQUIREMENTS

- Certificate of Live Birth [COLB] (8 copies)
- Affidavit of AUSF (4 copies)
- Affidavit of Admission of Paternity, if the child was not acknowledged by the father during birth (4 copies)

FEE

- P 240.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits required documents for verification and issuance of Order of Payment.	5 minutes	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Staff records Affidavit to Use the Surname of the Father (AUSF) in the Registry Book, prepares Certificate of AUSF, Endorsement and Transmittal to Civil Registrar General (CRG).	1 hour	Liezl G. Tayco Analiza M. Malbas Maria Grace M. Ventura Mary Katherine Rochelle I. Pabelico
4. MCR signs the documents.	1 minute	Gelly R. Diangson
5. Releasing of documents	1 minute	Any LCR Staff

Approximate Processing Time : 1 hour and 10 minutes



H. Petition for Clerical Error Under R.A. 9048

REQUIREMENTS

Submit in 3 copies:

- Certificate of Baptism
- Voter's Certification
- Employment Service Record
- GSIS/SSS membership record
- SSS ID, TIN, Company ID
- Certificate of Marriage[if married]
- Medical Record
- Business Record
- Driver's/PRC License
- School Record of Form 137
- PhilHealth ID, Pag-ibig ID

FEE

- Filing Fee: P1,000.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits required documents for verification and issuance of Order of Payment.	5 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco Analiza M. Malbas
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Client presents proof of payment to LCR staff for the preparation of the Petition and posts the same for 10 days.	10 days	Any LCR Staff
4. After 10 days posting another 5 days is given for the MCR to act on the petition.	5 days	Gelly R. Diangson
5. On the 16 th day, petition is endorsed to NSO-Manila for Civil Registrar-General [CRG] Decision by the client.		
6. Waits for the CRG decision.	1-3 months.	
7. If the CRG decision is affirmed, staff in charge issues Certificate of Finality and endorses again to CRG for issuance of authenticated document with annotation.	10 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco Analiza M. Malbas

Approximate Processing Time : 3 months 15 days and 20 minutes



I. Petition for Change of Name Under R.A. 9048

REQUIREMENT

Submit in 3 copies:

- Employer Clearance, if employed Affidavit – if unemployed
- NBI Clearance
- PNP Clearance
- Court Clearance
- Certificate of Baptism
- Voter's Certification
- Employment Service Record
- GSIS/SSS membership record
- SSS ID, TIN, Company ID
- Certificate of Marriage[if married]
- Medical Record
- Business Record
- Driver's/PRC License
- School Record of Form 137
- PhilHealth ID, Pag-ibig ID
- Newspaper Publication (at least once a week for two (2) consecutive weeks)
- Affidavit of Publication from the Publisher
- Copy of Newspaper clippings

FEE

- Filing Fee P 3,000.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits required documents for verification and issuance of Order of Payment.	30 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Client presents proof of payment to LCR staff for the preparation of the Petition for Change of Name and posts the same for 10 days.	15 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco
4. After 10 days posting another 5 days for The decision of MCR.	5 days	Gelly R. Diangson
5. On the 16 th day, petition is endorsed to NSO-Manila for Civil Registrar-General [CRG] Decision by the client.		
6. Waits for the CRG Decision	1-3 months	
7. If the CRG decision is affirmed, staff in charge issues a Certificate of Finality and endorses again to CRG for issuance of authenticated document with annotation.	30 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco

Approximate Processing Time : 3 months 15 days and 20 minutes



J. Petition for Clerical Error in the Date and Month in the Date of Birth or Sex Under R.A. 10172

REQUIREMENT

Submit in 3 copies:

1. *Original and/or Certified Machine Copy of the following:*
 - a. Certificate of Live Birth to be corrected from PSA
 - b. Earliest school record or earliest school document [Form 137]
 - c. Medical Record [from accredited government physician]
 - d. Certificate of Baptism/other religious certificate
 - e. Residence Certificate [CEDULA] of petitioner
2. *Clearances that the owner of the document has no pending case*
 - a. Employer Clearance, if employed
 - b. National Bureau Investigation Clearance
 - c. Philippine National Police Clearance
3. *Newspaper publication-at least once a week for two [2] consecutive weeks*
 - a. Affidavit of Publication from the Publisher
 - b. Copy of Newspaper clippings

FEE

- Filing Fee P 3,000.00

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits required documents for verification and issuance of Order of Payment.	30 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco
2. Client pays fee at the MTO.		Business Tax & Fees Division Staff
3. Client presents proof of payment to LCR staff for the preparation of the Petition for Clerical Error in the Date and Month in the Date of Birth or Sex Under R.A. 10172 and posts the same for 10 days.	15 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco
4. After 10 days posting another 5 days for The decision of MCR.	5 days	Gelly R. Diangson
5. On the 16 th day, petition is endorsed to PSA-Manila for Civil Registrar-General [CRG] Decision by the client.		
6. Waits for the CRG Decision	1-3 months	
7. If the CRG decision is affirmed, staff in charge issues a Certificate of Finality and endorses again to CRG for issuance of authenticated document with annotation.	30 minutes	Gelly R. Diangson Lorna G. Tabay Liezl G. Tayco

Approximate Processing Time : 3 months 15 days and 20 minutes



SERVICE STANDARDS

- + Serve the client with a smile and utmost courtesy;
- + Answer the telephone calls promptly;
- + Provide a bulletin board in the office for important information as well as for the Flow Chart of Transactions;
- + Provide the client the complete direction and referral;
- + Provide a checklist of requirements;
- + Conduct regular assessment meetings and find ways to enhance the quality of service provided to the clientele;
- + Establish a DTR Corner with a Locator Chart that will show the whereabouts of the personnel;

PERFORMANCE PLEDGE

We, the staff of the Office of the Local Civil Registrar under the supervision of our Municipal Government Department Head 1, Mrs. Gelly R. Diangson, pledge and commit to deliver, prompt, adequate, efficient and effective public service responsive to the needs of our clients. Specifically, we will: serve the client with a smile and utmost courtesy; answer the telephone calls promptly; provide a bulletin board in the office for important information as well as for the Flow Chart of Transactions; provide the client the complete direction and referral; provide a checklist of requirements; conduct regular assessment meetings and find ways to enhance the quality of service provided to the clientele; and establish a DTR Corner with a Locator Chart that will show the whereabouts of the personnel.