



1. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NASA TAMANG ORAS AT HANDA)

Ang pagrehistro ng Certificate of Live Birth ay magtatakda ng legal na pagkakakilanlan ng bagong silang at masisigurong maisama ito sa mga pambansang rekord sa pamamagitan ng pagkolekta ng mahahalagang detalye.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Lahat ng buhay na kapanganakan sa Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth - Municipal Form 102 (4 Original Copy)		Hospital / Maternity Hospital / Lying -in Clinic / Midwife		
2. Personal appearance ng magulang		Client		
3. Valid ID ng magulang (1 Original Copy)		Client		
4. Affidavit to Use the Surname of the Father (1 Original & 4 Photocopies)		Municipal Civil Registry Office		
5. Certification (1 Original & 4 Photocopies)		Municipal Civil Registry Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Certificate of Live Birth.	1. Suriing mabuti kung kumpleto at tama ang impormasyon sa Certificate of Live Birth.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry





1. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NASA TAMANG ORAS AT HANDA)

<p>2. Repasuhin ang Certificate of Live Birth at saka lagdaan.</p>	<p>1.1 Ihanda ang Certificate of Live Birth at asignahan ng registry number. Kung hindi ang magulang, ihanda ang Affidavit to Use the Surname of the Father at Certification.</p>	<p>Wala</p>	<p>10 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>1.2 Lagdaan ang Certificate of Live Birth.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





1. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NASA TAMANG ORAS AT HANDA)

	1.3 Ihanda at ibigay ang Order of Payment.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
3. Pumunta sa Cashier (Window 4) upang magbayad. Kumuha ng photocopy ng mga kinakailangang lakip na dokumento.	3. Tanggapin ang bayad at ibigay ang orihinal na resibo.	₱60.00	5 Minuto	<p><i>Cashier</i> Treasurers Office (Window 4)</p>
4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	4. Ibigay ang rehistradong Certificate of Live Birth maging ang mga kinakailangang lakip na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





1. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NASA TAMANG ORAS AT HANDA)

5. Sumulat sa receiving logbook at pumirma bilang patunay na natanggap ang dokumento.	5. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
TOTAL		Certificate of Live Birth - ₱60.00	25 Minuto	





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

Ang pagrehistro ng Certificate of Live Birth ay magtatakda ng legal na pagkakakilanlan ng bagong silang at masisigurong maisama ito sa mga pambansang rekord sa pamamagitan ng pagkolekta ng mahahalagang detalye.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Lahat ng buhay na kapanganakan sa Guiguinto na hindi pa nakarehistro.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth - Municipal Form 102 (4 Original Copy)		Hospital / Maternity Hospital / Lying -in Clinic / Midwife / Municipal Civil Registry Office		
2. Affidavit of Delayed Registration (4 Original Copy)		Notary Public / Municipal Civil Registry Office		
3. Negative / Omnibus Certificate (1 Original copy)		Philippine Statistics Authority		
4. At least Two (2) Documentary Evidence of vital event:		Church		
Form 137E - School Record (1 Photocopy)		School		
Voter's Certification Record (1 Photocopy)		Commission on Elections (COMELEC)		
Passport (1 Photocopy)		Department of Foreign Affairs		
5. Affidavit of Two Disinterested Person (1 Original Copy)		Notary Public		
6. Certificate of Marriage if married (1 Photocopy)		Philippines Statistic Authority / Municipal Civil Registry		
7. National ID (1 Original / Photocopy)		Client		
8. Barangay Certification / Residency (1 Original Copy)		Barangay Hall		
9. Unedited white background 2x2 picture (2 Original Copy)		Client		
10. Affidavit of the owner or registrants in case the document owner is deceased (2 Original Copy)		Municipal Civil Registry Office		
11. Affidavit of whereabouts of the mother (2 Original Copy)		Municipal Civil Registry Office		
12. Affidavit of Paternity (2 Original Copy)		Municipal Civil Registry Office		
13. Affidavit to Use the Surname of the Father (1 Original & 4 Photocopies)		Municipal Civil Registry Office		
14. Valid ID ng magulang (1 Original Copy)		Client		
15. Birth Certificate of Parents (1 Photocopy)		Client		
16. Marriage Certificate of Parents (1 Photocopy)		Philippines Statistic Authority / Municipal Civil Registry		
17. Personal Appearance		Department of Foreign Affairs		
18. Certification (1 Original & 4 Photocopies)		Municipal Civil Registry Office		
19. Sworn Attestation (1 Original & 4 Photocopies)		Client		
20. Certificate of Indigency (1 Original Copy)		Barangay Hall / Municipal Social Welfare & Development		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Certificate of Live Birth maging ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	2 Minuto	Clerk Municipal Civil Registry or Administrative Aide III Municipal Civil Registry or Bookbinder II Municipal Civil Registry or Bookbinder III Municipal Civil Registry or Executive Assistant II Municipal Civil Registry or Data Controller IV Municipal Civil Registry or Registration Officer I Municipal Civil Registry





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

	<p>1.1 Interbyuhin ang kliyente at itanong ang mga datos na kinakailangan na hindi makikita sa mga dokumentong ipinasa upang makumpleto ang mga kinakailangang impormasyon sa Certificate of Live Birth.</p>	<p>Wala</p>	<p>7 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>1.2 Ihanda at gawin ang mga lakip na dokumento tulad ng Authority to Use the Surname of the Father at Certification kung hindi kasal ang magulang at Sworn Attestation kung ang ipaparehistrong bata ay 7-17 taong gulang pa lamang.</p>	<p>Wala</p>	<p>5 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

	1.3 I-print ang Certificate of Live Birth maging ang mga lakip na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
2. Repasuhin ang Certificate of Live Birth, maging ang Authority to Use the Surname of the Father at Certification kung hindi kasal ang magulang, at Sworn Attestation kung ang ipaparehistrong bata ay 7-17 taong gulang pa lamang saka lagdaan ang mga dapat lagdaan.	2. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Certificate of Live Birth maging ang mga lakip na dokumento.	Wala	3 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

	2.1 Ihanda at ibigay ang Order of Payment.	Wala	3 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4) at kumuha ng photocopy ng mga kinakailangang lakip na dokumento.	3. Tanggapin ang bayad at ibigay ang orihinal na resibo.	Certificate of Live Birth - ₱200.00	5 Minuto	<p><i>Cashier</i> Treasurer's Office</p>
	3.1 I-post ang Certificate of Live Birth nang sampung araw.	Wala	10 Araw	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

	3.2 Asignahan ng registry number ang Certificate of Live Birth.	Wala	3 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	3.3 Lagdaan ang Certificate of Live Birth.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





2. PAGPAPAREHISTRO NG CERTIFICATE OF LIVE BIRTH (NAANTALA AT HINDI HANDA)

4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	4. Ibigay ang rehistradong Certificate of Live Birth maging ang mga kinakailangang lakip na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
5. Sumulat sa receiving logbook at pumirma bilang patunay na natanggap ang dokumento.	5. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
TOTAL		Certificate of Live Birth - ₱200.00	10 Araw at 36 na Minuto	





3. PAG-AAPPLY NG LISENSYA SA KASAL.

Ang aplikasyon para sa lisensya ng kasal ay isang pormal na kahilingan na ginagawa ng mga indibidwal na nais magpakasal. Layunin nito na tiyakin na ang kasal ay sumusunod sa mga legal na kinakailangan at nagpapadali sa paglabas ng opisyal na sertipiko ng kasal pagkatapos na maisagawa at mairehistro ang seremonya.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lahat ng residente ng Guiguinto na nais magpakasal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Kung 18-20 taong gulang: Ang aplikante ay dapat kasama ang kanyang ama.		Client		
Kung 21-24 taong gulang: Ang aplikante ay dapat kasama ang kanilang mga magulang.		Client		
Kung balo: Ang aplikante ay dapat magpresenta at dalin ang Death Certificate ng yumaong asawa. (1 Original / Photocopy)		Philippines Statistics Authority / Municipal Civil Registry Office		
Kung dayuhan: Legal capacity mula sa kanilang Embahada dito Pilipinas (1 Original Copy)		Embassy		
Kung Annuled / Divorced: Kailangan ang Court Order na may Finality / PSA copy ng Certificate of Marriage na may Annotation (1 Original / Photocopy)		Court where the divorce or annulment of marriage was decided / Philippines Statistic Authority / Municipal Civil Registry Office		
5. Pre-marriage orientation and counsel certificate (2 Original copy)		Municipal Population Office		
6. Certificate of No Marriage (CENOMAR) (1 Original or 1 Photocopy)		Philippines Statistics Authority		
7. Birth Certificate (1 Original or 1 Photocopy)		Philippines Statistics Authority / Municipal Civil Registry		
8. Valid ID of the couple (and their parents if one or both of them are 18-24 years old) (1 Original & 1 Photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	2 Minuto	Clerk Municipal Civil Registry or Administrative Aide III Municipal Civil Registry or Bookbinder II Municipal Civil Registry or Bookbinder III Municipal Civil Registry or Executive Assistant II Municipal Civil Registry or Data Controller IV Municipal Civil Registry or Registration Officer I Municipal Civil Registry





3. PAG-AAPPLY NG LISENSYA SA KASAL.

	<p>1.1 Interbyuhin ang kliyente at itanong ang mga datos na kinakailangan na hindi makikita sa mga dokumentong ipinasa upang makumpleto ang mga kinakailangang impormasyon sa Application for Marriage License Form.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>1.2 Ihanda ang Application for Marriage License Form at iba pang lakip na dokumento (Kung naaangkop) at i-print.</p>	<p>Wala</p>	<p>5 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





3. PAG-AAPPLY NG LISENSYA SA KASAL.

<p>2. Repasuhin ang Application for Marriage License Form at mga kasamang dokumento (kung mayroon), pagkatapos ay lagdaan.</p>	<p>2. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Application for Marriage License Form.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>2.1 Ihanda at ibigay ang Order of Payment.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).</p>	<p>3. Tanggapin ang bayad at ibigay ang orihinal na resibo.</p>	<p>Application for Marriage License - ₱300.00</p>	<p>5 Minuto</p>	<p><i>Cashier</i> Treasurer's Office</p>





3. PAG-AAPPLY NG LISENSYA SA KASAL.

<p>4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.</p>	<p>4. I-post ang Application for Marriage License Form ng sampung araw.</p>	<p>Wala</p>	<p>10 Araw</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>4.1 Asignahan ng registry number ang Application for Marriage License Form.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Bookbinder II</i> Municipal Civil Registry</p>
	<p>4.2 Gawin ang Marriage License.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Bookbinder II</i> Municipal Civil Registry</p>
	<p>4.3 Pirmahan ang Application for Marriage License Form at Marriage License.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Municipal Civil Registrar</i> Municipal Civil Registry</p>
	<p>4.4 Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).</p>	<p>Marriage License Fee - ₱200.00 Marriage License Form - ₱22.00</p>	<p>2 Minuto</p>	<p><i>Cashier</i> Treasurer's Office</p>
<p>5. Bumalik sa Municipal Civil Registry Office.</p>	<p>5. Ibigay ang rehistradong Application for Marriage License at accomplished Marriage License.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





3. PAG-AAPPLY NG LISENSYA SA KASAL.

<p>6. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>6. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p style="text-align: right;">TOTAL</p>		<p>Application for Marriage License - ₱300.00</p> <p>Marriage License Fee - ₱200.00</p> <p>Marriage License Form - ₱22.00</p>	<p>10 Araw at 30 na Minuto</p>	





4. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE / DEATH (NASA TAMANG ORAS AT HANDA)

Ang pag-rehistro ng sertipiko ng kasal o kamatayan nang maayos at handa ay nangangahulugang opisyal na pag-record ng mga pangyayaring ito sa aming opisina. Para sa kasal, karaniwang kasama rito ang pagsumite ng sertipikong kasal na ibinigay ng nagtatala upang tiyakin na legal na kinikilala at ini-rehistro ang kasal, na nagbibigay ng mga benepisyo tulad ng patunay ng marital status para sa legal na mga layunin. Ang pag-rehistro ng isang kamatayan ay kasama ang pagbibigay ng sertipikadong kamatayan na inilabas ng propesyonal sa medisina o coroner upang tiyakin na opisyal na nai-rekord at kinikilala ng pamahalaan, na nagbibigay-daan sa mga legal na proseso tulad ng mga benepisyong pampamahalaan, pag-angkin ng mana, pagsasara ng mga account, at iba pang mga administratibong bagay.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Lahat ng kasal o kamatayan sa Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Marriage - Municipal Form 97 (4 Original Copy)		Officiating Minister / Church		
2. Certificate of Death - Municipal Form 103 (4 Original Copy)		Hospital / Funeral Service		
3. Certificate of Indigency (1 Original Copy)		Barangay Hall / Municipal Social Welfare & Development		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Certificate of Live Birth.	1. Suriing mabuti kung kumpleto at tama ang impormasyon sa Certificate of Marriage / Death.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry





4. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE / DEATH (NASA TAMANG ORAS AT HANDA)

	1.1 Ihanda ang Certificate of Marriage / Death and asignahan ng registry number.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	1.2 Lagdaan ang Certificate of Marriage / Death.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





4. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE / DEATH (NASA TAMANG ORAS AT HANDA)

<p>2. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).</p>	<p>2. Tanggapin ang bayad at ibigay ang orihinal na resibo.</p>	<p>Registration of Marriage / Death - ₱100.00</p> <p>Solemnization Fee - ₱500.00</p> <p>Burial / Cremation Permit - ₱200.00</p> <p>Exhumation / Transfer Permit - ₱200.00</p> <p>Bone Crypt - ₱1,000.00</p> <p>Niche Rental - ₱1,500.00</p>	<p>5 Minuto</p>	<p><i>Cashier</i> Treasurer's Office</p>
<p>3. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.</p>	<p>3. Ibigay ang rehistradong Certificate of Marriage / Death.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





4. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE / DEATH (NASA TAMANG ORAS AT HANDA)

	<p>3.1 Ilagay ang ilang impormasyon mula sa Certificate of Death sa MCR Rental for Municipal Cemetery System database.</p> <p>(Tandaan: Para sa nagparehistro ng Certificate of Death at umupa ng nitso o lagayan ng buto)</p>	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>4. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>4. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





4. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE / DEATH (NASA TAMANG ORAS AT HANDA)

TOTAL	Registration of Marriage / Death - ₱100.00 Solemnization Fee - ₱500.00 Burial / Cremation Permit - ₱200.00 Transfer / Exhumation Permit - ₱200.00 Bone Crypt - ₱1,000.00 Niche Rental - ₱1,500.00	17 Minuto	
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5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

Ang naantalang pag-rehistro ng sertipiko ng kasal o kamatayan ay nangangahulugang opisyal na pag-record ng mga pangyayaring ito sa aming opisina. Karaniwang kasama rito ang pagsumite ng sertipikong kasal na ibinigay ng nagtatala upang tiyakin na legal na kinikilala at ini-rehistro ang kasal, na nagbibigay-daan sa mga benepisyo tulad ng patunay ng marital status para sa mga layuning legal.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Lahat ng kasal sa Guiguinto na hindi pa nakarehistro.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Marriage - Municipal Form 97 (4 Original Copy)		Municipal Civil Registry Office		
2. Certificate of No Marriage (CENOMAR) (1 Original Copy)		Philippine Statistics Authority		
3. Unregistered Certificate of Marriage (1 Original Copy)		Client		
4. Affidavit citing the reason for being unregistered (1 Original Copy)		Client / Notary Public		
5. Any document showing the date and place of marriage (1 Original / Photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry





5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

	<p>1.1 Interbyuhin ang kliyente at itanong ang mga datos na kinakailangan na hindi makikita sa mga dokumentong ipinasa upang makumpleto ang mga kinakailangang impormasyon sa Certificate of Marriage.</p>	<p>Wala</p>	<p>7 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>1.2 I-print ang Certificate of Marriage.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

<p>2. Repasuhin ang Certificate of Marriage, pagkatapos ay lagdaan.</p>	<p>2. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Certificate of Marriage.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>2.1 Ihanda at ibigay ang Order of Payment.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).</p>	<p>3. Tanggapin ang bayad at ibigay ang orihinal na resibo.</p>	<p>Certificate of Marriage - ₱200.00</p>	<p>5 Minuto</p>	<p><i>Cashier</i> Treasurer's Office</p>





5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

<p>4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.</p>	<p>4. I-post ang Certificate of Marriage nang sampung araw.</p>	<p>Wala</p>	<p>10 Araw</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>4.1 Asignahan ng registry number ang Certificate of Marriage.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

	4.2 Lagdaan ang Certificate of Marriage.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
5. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	5. Ibigay ang rehistradong Certificate of Marriage.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





5. PAGPAPAREHISTRO NG CERTIFICATE OF MARRIAGE (NAANTALA AT HINDI HANDA)

<p>6. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>6. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>TOTAL</p>		<p>Certificate of Marriage - ₱200.00</p>	<p>10 Araw at 28 na minuto</p>	





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

Ang pag-rehistro ng sertipiko ng kamatayan ay nangangahulugang opisyal na pag-record ng mga pangyayaring ito sa aming opisina. Karaniwang kasama rito ang pagsumite ng sertipikadong kamatayan na ibinigay ng nagtatala upang tiyakin na legal na kinikilala at ini-rehistro ang kamatayan, na nagbibigay-daan sa mga benepisyong tulad ng patunay ng marital status para sa mga layuning legal, pagproseso ng mga benepisyong pampamahalaan, pag-angkin ng mana, pagsasara ng mga account, at iba pang mga administratibong bagay.

Office or Division:	MUNICIPAL CIVIL REGISTRY
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail:	Lahat ng kamatayan sa Guiguinto na hindi na irehistro.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Death - Municipal Form 103 (4 Original Copy)	Municipal Civil Registry Office
2. Certificate of No Death - CENODEATH (1 Original Copy)	Philippine Statistics Authority
3. Unregistered Certificate of Death (1 Original Copy)	Client
4. Medical Certificate / Abstract (1 Original Copy)	Client / Hospital
5. Clearance Letter / Approval from Municipal Health Officer / Rural Health Physician for the late registration of Death (1 Original Copy)	Municipal Health Office / Rural Health Unit I
6. Affidavit citing the reason for being unregistered (1 Original Copy)	Client / Notary Public
7. Any document showing the date and place of death (1 Original / Photocopy)	Client
8. Certificate of Indigency (1 Original Copy)	Barangay Hall / Municipal Social Welfare & Development

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	2 Minuto	Clerk Municipal Civil Registry or Administrative Aide III Municipal Civil Registry or Bookbinder II Municipal Civil Registry or Bookbinder III Municipal Civil Registry or Executive Assistant II Municipal Civil Registry or Data Controller IV Municipal Civil Registry or Registration Officer I Municipal Civil Registry





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

	<p>1.1 Interbyuhin ang kliyente at itanong ang mga datos na kinakailangan na hindi makikita sa mga dokumentong ipinasa upang makumpleto ang mga kinakailangang impormasyon sa Certificate of Death.</p>	<p>Wala</p>	<p>7 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>1.2 I-print ang Certificate of Death.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

<p>2. Repasuhin ang Certificate of Death, pagkatapos ay lagdaan.</p>	<p>2. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Certificate of Death.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	<p>2.1 Ihanda at ibigay ang Order of Payment.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

<p>3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).</p>	<p>3. Tanggapin ang bayad at ibigay ang orihinal na resibo.</p>	<p>Registration of Marriage / Death - ₱100.00</p> <p>Solemnization Fee - ₱500.00</p> <p>Burial / Cremation Permit - ₱200.00</p> <p>Exhumation / Transfer Permit - ₱200.00</p> <p>Bone Crypt - ₱1,000.00</p> <p>Niche Rental - ₱1,500.00</p>	<p>5 Minuto</p>	<p><i>Cashier</i> Treasurer's Office</p>
<p>4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.</p>	<p>4. I-post ang Certificate of Death nang sampung araw.</p>	<p>Wala</p>	<p>10 Araw</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

	4.1 Asignahan ng registry number ang Certificate of Death.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	4.2 Lagdaan ang Certificate of Death.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





6. PAGPAPAREHISTRO NG CERTIFICATE OF DEATH (NAANTALA AT HINDI HANDA)

<p>5. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.</p>	<p>5. Ibigay ang rehistradong Certificate of Death.</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>6. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>6. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>TOTAL</p>	<p>Certificate of Death - ₱200.00 Burial / Cremation Permit - ₱200.00 Transfer / Exhumation Permit - ₱200.00 Bone Crypt - ₱1,000.00 Niche Rental - ₱1,500.00</p>		<p>10 Araw at 28 na minuto</p>	





7. PAGPOPROSESO NG PETITION FOR CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME (RA 9048) AT CORRECTION OF GENDER, DAY AND MONTH SA CERTIFICATE OF LIVE BIRTH (RA 10172).

Ang pagproseso ng petyon para sa pagtama ng clerical error/pagbabago ng unang pangalan sa ilalim ng RA 9048 at pagtama ng kasarian, araw, at buwan sa Certificate of Live Birth sa ilalim ng RA 10172 ay kasama sa mga legal na prosedurang layuning ituwid ang mga mali sa mga dokumentong sibil na nakarehistro.

Office or Division:	MUNICIPAL CIVIL REGISTRY
Classification:	Highly technical
Type of Transaction:	G2C - Government to Citizens
Who may avail:	Ang lahat ng naitalang mga dokumentong sibil sa Guiguinto na may clerical error.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Requirements for Change of First Name / Clerical Error (RA 9048)	
1. PSA and LCRO copy of the birth certificate (1 Original and 3 Photocopies)	Philippines Statistic Authority / Municipal Civil Registry Office
2. NBI Clearance (1 Original and 3 Photocopies)	National Bureau of Investigation (NBI)
3. Police Clearance (1 Original and 3 Photocopies)	Police Station
4. Brgy. Clearance (1 Original and 3 Photocopies)	Barangay Hall where the petitioner resides
5. Various IDs (3 Photocopies each)	Client
6. Certificate of Employment (1 Original and 3 Photocopies)	HR Office where the petitioner works
7. Affidavit of Non-employment (1 Original and 3 Photocopies)	Notary Public
8. Marriage Certificate (if married) (1 Original and 3 Photocopies)	Philippines Statistic Authority / Municipal Civil Registry Office
9. Birth Certificate of Children (1 Original and 3 Photocopies)	Philippines Statistic Authority / Municipal Civil Registry Office
10. Publication for Provincial Circulation (1 Original and 3 Photocopies)	Publication Company
Requirements for Gender / Day and/or Month of Birth excluding year (RA 10172)	
1. PSA and LCRO copy of the birth certificate (1 Original and 3 Photocopies)	Philippines Statistic Authority / Municipal Civil Registry Office
2. Earliest school record (From 137E (1 Original and 3 Photocopies)	School Record
3. Medical Records (1 Original and 3 Photocopies)	Hospital
4. Baptismal Certificate (1 Original and 3 Photocopies)	Church
5. NBI Clearance (1 Original and 3 Photocopies)	National Bureau of Investigation (NBI)
6. Police Clearance (1 Original and 3 Photocopies)	Police Station
7. Brgy. Clearance (1 Original and 3 Photocopies)	Barangay Hall where the petitioner resides
6. Medical Certification by an accredited government physician (1 Original and 3 Photocopies)	Municipal Health Office / Rural Health Center
7. Publication for National Circulation (1 Original and 3 Photocopies)	Publication Company
8. Supporting legal documents any of the following: (1 Original and 3 Photocopies)	
a. Passport	Department of Foreign Affairs
b. Voter's Registration Record	COMELEC
c. Marriage Contract	Philippines Statistic Authority / Municipal Civil Registry Office
d. Birth certificate of Children	Philippines Statistic Authority / Municipal Civil Registry Office
e. Identification Card (PhilID, SSS, Philhealth, HDMF, etc)	Client





7. PAGPOPROSESO NG PETITION FOR CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME (RA 9048) AT CORRECTION OF GENDER, DAY AND MONTH SA CERTIFICATE OF LIVE BIRTH (RA 10172).

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry
	1.1 Ihanda at ibigay ang Order of Payment.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry
3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).	3. Tanggapin ang bayad at ibigay ang orihinal na resibo.	Correction of Clerical Error - ₱1,000.00 Change of First Name / Correction of Gender, Day and Month of Birth - ₱3,000.00	5 Minuto	<i>Cashier</i> Treasurer's Office
4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	4. Ihanda at asignahan ng registry number ang Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth kasama ang mga lakip na dokumento.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry





7. PAGPOPROSESO NG PETITION FOR CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME (RA 9048) AT CORRECTION OF GENDER, DAY AND MONTH SA CERTIFICATE OF LIVE BIRTH (RA 10172).

	4.1. I-print ang Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth kasama ang mga lakip na dokumento.	Wala	15 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry
5. Repasuhin ang Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth, pagkatapos ay lagdaan.	5. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth kasama ang mga lakip na dokumento.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry
	5.1 I-post ang Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth ng sampung araw at karagdagang limang araw para sa desisyon.	Wala	15 Araw	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry
	5.2 Lagdaan ang Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth kasama ang mga lakip na dokumento.	Wala	2 Minuto	<i>Municipal Civil Registrar</i> Civil Registry
6. Bumalik sa Municipal Civil Registry Office.	6. Ibigay ang rehistradong Petition for Correction of Clerical Error, Change of First Name / Correction of Gender, Day and Month of Birth kasama ang mga lakip na dokumento.	Wala	2 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry





**7. PAGPOPROSESO NG PETITION FOR CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME (RA 9048)
AT CORRECTION OF GENDER, DAY AND MONTH SA CERTIFICATE OF LIVE BIRTH (RA 10172).**

<p>7. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>7. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry</p>
<p>TOTAL</p>		<p>Correction of Clerical Error - ₱1,000.00</p> <p>Change of First Name / Correction of Gender, Day and Month of Birth - ₱3,000.00</p>	<p>15 Araw at 34 na minuto</p>	





8. PAGHILING NG KOPYA NG CERTIFIED TRUE, LOCAL AT TRANSCRIPTION COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

Pagkuha ng hindi orihinal na kopya ng rehistradong sibil na dokumento na may sertipikasyon mula sa tanggapan na ito ay totoo.

Office or Division:	MUNICIPAL CIVIL REGISTRY
Classification:	Simple
Type of Transaction:	Government to Citizens
Who may avail:	All recorded rehistradong sibil na dokumentos in Guiguinto (Birth, Marriage, Death)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Kung ang humihiling ay ang mismong may-ari ng	Client
2. Kung ang humihiling ay hindi mismong may-ari ng dokumento: Authorization letter from the document owner (1 Original /Photocopy) or Special Power of Attorney (1 Original Copy)	Document Owner / Notary Public
Valid ID of document owner (1 Photocopy)	Document Owner
Valid ID of authorized representative (1 Photocopy)	Client
Proof of relationship - Certificate of Live Birth or other documents (1 Photocopy)	Philippines Statistic Authority / Municipal Civil Registry Office / Client
3. Kung ang may-ari ng dokumento ay patay na: Affidavit of Nearest Kin (1 Original / Photocopy)	Notary Public
Valid ID of nearest kin (1 Photocopy)	Client
Proof of relationship - Certificate of Live Birth or other documents (1 Photocopy)	Philippines Statistic Authority / Municipal Civil Registry Office / Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Sigurihing naipasa ang mga kinakailangang dokumento.	Wala	5 Minuto	<i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry





8. PAGHILING NG KOPYA NG CERTIFIED TRUE, LOCAL AT TRANSCRIPTION COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

	1.1. Gawin at i-print ang Certified True / Local / Transcription Copy ng rehistradong sibil na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
2. Repasuhin ang Certified True / Local / Transcription Copy ng rehistradong sibil na dokumento	2. Suriin at repasuhin kung tama at kumpleto ang mga impormasyon sa Certified True / Local / Transcription Copy ng rehistradong sibil na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
	2.1 Lagdaan ang Certified True / Local / Transcription Copy ng rehistradong sibil na dokumento.	Wala	2 Minuto	<p><i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry or <i>Municipal Civil Registrar</i> Municipal Civil Registry</p>





8. PAGHILING NG KOPYA NG CERTIFIED TRUE, LOCAL AT TRANSCRIPTION COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

	2.2 Ihanda at ibigay ang Order of Payment.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
3. Bayaran ang kinakailangang bayad sa Treasurer's Office (Window 4).	3. Tanggapin ang bayad at ibigay ang orihinal na resibo.	Certified True / Local / Transcription Copy of rehistradong sibil na dokumento - ₱100.00	5 Minuto	<p><i>Cashier</i> Treasurer's Office</p>
4. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	4. Ibigay ang Certified True / Local / Transcription Copy ng rehistradong sibil na dokumento.	Wala	2 Minuto	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>





8. PAGHILING NG KOPYA NG CERTIFIED TRUE, LOCAL AT TRANSCRIPTION COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

<p>5. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.</p>	<p>5. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".</p>	<p>Wala</p>	<p>2 Minuto</p>	<p><i>Clerk</i> Municipal Civil Registry or <i>Administrative Aide III</i> Municipal Civil Registry or <i>Bookbinder II</i> Municipal Civil Registry or <i>Bookbinder III</i> Municipal Civil Registry or <i>Executive Assistant II</i> Municipal Civil Registry or <i>Data Controller IV</i> Municipal Civil Registry or <i>Registration Officer I</i> Municipal Civil Registry</p>
<p>TOTAL</p>		<p>Certificate of Marriage - PHP 100.00</p> <p>Certificate of Birth - PHP 100.00</p> <p>Certificate of Death - PHP 100.00</p>	<p>22 Minuto</p>	





9. PAGHILING NG PSA COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

Pagkuha ng isang naka-authenticate na kopya ng PSA ng dokumento sa civil registry sa pamamagitan ng Batch Request System (BREQS) sa Guiguinto.

Office or Division:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Kahit na sinong nangangailangan ng kopya mula sa PSA na rehistradong sibil na dokumento.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth, Marriage, Death, and CENOMAR Certificate Application Form		PSA / Local Civil Registry Office		
2. Valid ID of Document Owner (1 Original / Photocopy)		Client		
3. Authorization Letter from the Document Owner or Special Power of Attorney (1 Original / Photocopy)		Client		
4. Valid ID of Authorized Representative (1 Original / Photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Punan ang mga kinakailangang impormasyon sa Application Form.	1. Tanggapin ang Application Form at suriin ang pagiging tama at kumpleto ng mga impormasyon pati na rin ang lahat ng mga dokumento na isinumite.	Wala	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry
	1.1 Ihanda at ibigay ang Order of Payment.	Wala	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry
2. Bayaran ang kinakailangang halaga sa Treasurer's Office (Window 4).	2. Tanggapin ang bayad at ibigay ang orihinal na resibo.	₱40.00	5 Minuto	<i>Cashier</i> Treasurer's Office
3. Bumalik sa Municipal Civil Registry Office at iprisinta ang orihinal na resibo.	3. Ihanda ang acknowledgement receipt at hingin ang kinakailangang halaga para sa dokumento na hinihiling.	Wala	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry
4. Bayaran ang kinakailangang halaga para sa paghiling ng kopya ng PSA na Birth / Marriage / Death or CENOMAR.	4. I-print at ibigay ang acknowledgement receipt.	₱155.00 or ₱210.00	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry





9. PAGHILING NG PSA COPY NG REHISTRADONG SIBIL NA DOKUMENTO.

	4.1 Payuhan ang kliyente na bumalik pagkatapos ng 14 araw (2 linggo) at dalhin ang acknowledgement receipt para maibigay ang hinihiling na dokumento.	Wala	14 Araw	<i>Administrative Aide III</i> Municipal Civil Registry
5. Bumalik sa Municipal Civil Registry Office at ibigay ang acknowledgement receipt.	5. Ibigay ang hinihiling na dokumento.	Wala	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry
6. Punan at isulat ang mga kinakailangang impormasyon sa logbook at lagdaan ang pirmahan bilang patunay ng pagtanggap ng dokumento.	6. Hilingin sa Kliyente na sagutin ang "Pagsusuri ng Mamamayan".	Wala	2 Minuto	<i>Administrative Aide III</i> Municipal Civil Registry
TOTAL		Certificate of Birth / Marriage / Death - ₱195.00 Certificate of No Marriage (CENOMAR) / Advisory on Marriage ₱250.00	14 Araw at 17 na minuto	

Prepared by:

RIEL ANTHONY M. PACHECO
Registration Officer I

Noted by:

ARNOLD R. BACANI
Municipal Civil Registrar

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

