

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: 9 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 M. Sarmiento/ Jennylyn B. Micu/ Oliver Jan P. Oriel	
2 nd	Client pays the required fees at the Treasurer's Office	Issue official receipt	2 minutes	Vilma S. Deoferio/ Boniju Alvarado/ Gloria R. Pulmano	P 120.00-All Certificates P 30.00-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	2 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu	Official Receipt
			TOTAL: 9 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: 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	Client fills in the registration questionnaire.	Receive and prepare the document	8 minutes	Jennylyn B. Micu/ Marjorie R. Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu/ Oliver Jan P. Oriel	
2 nd	Client reviews and signs the prepared documents.	Tell the client to review the document and assist in affixing his\her signature	5 minutes		
3 rd	Advice clients to wait for their file copy to be released after signature of the employees concerned	The MCR signs afterwards, then release the copy for the client.	2 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu	
			TOTAL: 15 minutes		

---- End of transaction ----

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: *Registration of Live Birth under R.A. 9255*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break

Monday - Friday

Who May Avail of the Service:

Individuals who were born in this municipality whose parents are not married at the time of birth.

What are the Requirements:

Affidavit of Acknowledgement/Admission of Paternity

Affidavit to Use the Surname of the Father

Duration: 17 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 in the registration questionnaire and submit other requirements.	Receive and prepare the documents needed.	10 minutes	Jennylyn B. Micu/ Marjorie R. Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu/ Oliver Jan P. Oriel	
2 nd	Client reviews and signs the prepared documents.	Tell the client to review the document and assist in affixing his\her signature	5 minutes		
3 rd	Advice clients to wait for their file copy to be released after signature of the employees concerned	The MCR signs afterwards, then release the copy for the client.	2 minutes	Josie L. Lustina/ Marjorie R. Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu Oliver Jan P. Oriel	
			TOTAL: 17 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 this municipality who wanted to change their first names or nicknames and to correct entries in sex and the month and day of birth.

What are the Requirements:

Three (3) photocopies each

1. Certificate of Live Birth to be corrected (NSO/PSA issued)
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 the requirements.	5 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 filing the petition	10 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.	3 minutes	Vilma S. Deoferio / Boniju Alvarado/ 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/PSA 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	5 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:

Individuals born in the municipality whose records have discrepancies and other typographical errors.

What are the Requirements:

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

1. Certificate of Live Birth to be corrected (NSO/PSA issued)
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	5 minutes	Josie L. Lustina	All documents
2 nd	Pay the required fees at the Treasurer's Office	Issue Official Receipt	3 minutes	Vilma S. Deoferio / Boniju Alvarado/ Gloria R. Pulmano	Filing Fee- 1,000.00 Certified Photocopy – 150.00 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 Forward documents to the PSA for affirmation	3 months	Josie L. Lustina	
4 th	Return to the MCR Office and receive copy of the document/pay the required fees	Prepare Certificate of Finality upon receiving the affirmed petition	5 minutes	Josie L. Lustina/ Boniju Alvarado/ Vilma S. Deoferio/ Gloria Pulmano	Certificate of finality – 200.00 Documentary Stamp -30.00 Birth/Marriage/Death Certificate-----300.00
			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 whose Certificate of Live Birth could not be issued because it could not be found in the Register of Birth nor with the records of the PSA/NSO.

What are the Requirements:

1. Negative Certification from the NSO/PSA
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: 10 days

How to Avail 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 prepared.	Type the information provided in the prescribed form.	10 minutes	Jennylyn B. Micu	
3 rd	Review the finished document, sign afterwards	Inform applicant regarding the 10 days posting period for late registration.	10 days	Josie I. Lustina// Jennylyn B. Micu	
4 th	Pay the required fees at the Treasurer's Office	Issue Official Receipt	3 minutes	Vilma S. Deoferio / Boniju Alvarado/ Gloria R. Pulmano	Penalty for Late Registration P 300.00

5 th	Advice clients to return after the ten (10) days posting period to receive the copy of the birth certificate	Release after 10 days	2 minutes TOTAL: 10 days	Josie L. Lustina/ Rachel M. Sarmiento/ Marjorie Mortera/ Jennylyn B. Micu	
-----------------	--	-----------------------	--	--	--

---- End of transaction ----

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

SERVICE RENDERED: Late Registration of Marriage

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 married in the municipality whose Certificate of Live Birth could not be issued because it could not be found in the Register of Marriage nor with the records of the NSO/PSA.

What are the Requirements:

1. Negative Certification from the NSO/PSA
2. Affidavit of delayed registration of reconstructed marriage contract
Affiant – both husband and wife
Stating all the facts in the marriage contract
3. Affidavit of delayed registration of the wedding (Affiant both husband and wife)
4. Affidavit of two disinterested wedding witnesses
5. Certificate of Live Birth/s of child/children
6. Death Certificate of spouse
7. CENOMAR – both husband and wife

Duration: 10 days

How to Avail 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	Marjorie Mortera	All documents
2 nd	Inform the clients to wait while the document is being prepared.	Type the information provided in the prescribed form	10 minutes	Marjorie Mortera/	
3 rd	Review and sign the prepared document.	Inform applicant regarding the 10 days posting period for late registration	10 days	Josie L. Lustina	
4 th	Pay the required fees at the Treasurer's Office	Issue Official Receipt	3 minutes	Vilma S. Deoferio / Boniju Alvarado/ Gloria R. Pulmano	Penalty for Late Registration Php 300.00

5 th	Advice clients to return after the ten (10) days posting period to receive the copy of the marriage certificate	Release the copy after 10 days	2 minutes	Josie L. Lustina/ 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
2. Parental/Guardian Consent for
 - Applicants 18-20 years old
3. Parental/Guardian Advise for
 - Applicants 21-24 years old
4. For foreigners- Certified of legal Capacity to Contract Marriage
5. For applicants who are previously married
 - a. Death Certificate of deceased spouse
 - b. Decree of Divorce
 - c. Decree of Annulment
6. Certificate of No Marriage (CENOMAR) from the PSA
7. Official Receipt
8. Certificate of Attendance to the Pre- Marriage Counseling and Family Planning Seminar

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	Clients presents required documents and fill in application form	Verify authenticity and completeness of documents presented	5 minutes	Marjorie R Mortera/ Rachel M. Sarmiento/ Jennylyn B. Micu/ Oliver Jan P. Oriel	

2 nd	Pay fees at the Treasurer's Office	Issue Official receipt	2 minutes	Vilma S. Deoferio / Boniju R. Alvarado/ Gloria R. Pulmano	Marriage application fee- 100.00 Pre-Marriage Counseling fee- 120.00 License fee- 2.00
		Inform applicants on the other requirements necessary before the release of the license	5 minutes	Josie L. Lustina	Additional Requirement: 1. Attend Pre-Marriage Counseling 2. Family Planning Seminar
3 rd	Advice clients to return after the ten (10) consecutive days posting for the release of the Marriage License	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: 60 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	10 minutes	Josie L. Lustina	
3 rd	Wait for the document to be prepared in the prescribed form	Advise the client to wait and prepare the certificate of foundling	10 minutes	Marjorie Mortera	
4 th	Client reviews the prepared documents.	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: 60 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 whose Certificate of death could not be issued because it could not be found in the Register of Death nor with the records of the NSO/PSA

What are the Requirements:

1. Negative result from the NSO/PSA
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 M. Sarmiento/ Marjorie R. Mortera/ Jennylyn B. Micu Oliver Jan P. Oriel	All Documents Penalty for Late Registration Php 300.00
2 nd	Review the prepared document, sign afterwards.	Inform the applicant regarding the 10 days posting period for late registration	10 days	Josie I. Lustina/ Rachel M. Sarmiento/ Marjorie R. Mortera/ Jennylyn B. Micu	
3 rd	Pay the required fees	Issue Official Receipt	2 minutes	Vilma S. Deoferio/ Boniju R. Alvarado/ Gloria R. Pulmano	
4 th	Advice clients to return after the ten (10) days posting period to receive the copy of the death certificate	Release the copy after 10 days	2 minutes	Josie L. Lustina/ Rachel M. Sarmiento/ Marjorie R. Mortera/ Jennylyn B. Micu Oliver Jan P. Oriel	
			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: 20 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 presents the required documents to the office	Check and register the documents presented	15 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	2 minutes	Vilma S. Deoferio / Boniju Alavarado/ Gloria R. Pulmano	Registration- 500 Certification Fee- 100 Annotated birth/death/marriage certificate- 150.00 Un-annotated birth/death/marriage certificate- 150.00

					Amended Certificate of Live Birth (Adoption) 150.00
3 rd	Advise client to wait for his/her copy to be released	Signs the documents and release the copy for the client.	3 minutes	Josie L. Lustina/ Marjorie R. Mortera	
			TOTAL: 20 minutes		

- - - - 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: 25 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 submits the required documents	Receives and verify authenticity of the requirements and prepare the documents needed.	20 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	2 minutes	Vilma S. Deoferio / Boniju Alvarado/ Gloria R. Pulmano	Legitimation fee- 100 Birth Certificate fee- 150.00 Certification fee- 100 Certified photocopy /document- 50

3 rd	Advise client to wait for his/her copy to be released	Signs the documents and release the copy for the client.	3 minutes TOTAL: 25 minutes	Josie L. Lustina/ Marjorie R. 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:

Citizens 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/PSA
3. Official Receipt

Duration: 23 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 submits the required documents	Check the documents submitted and prepare the documents needed.	15 minutes	Oliver Jan P. Oriel	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	3minutes	Vilma S. Deoferio / Boniju Alvarado/ Gloria R. Pulmano	Birth Certificate fee- 240 Documentary Stamp- 30
3 rd	Advise client to wait for his/her copy to be released	Signs the documents and release the copy for the client.	5 minutes	Josie L. Lustina/ Oliver Jan P. Oriel	
			TOTAL: 23 minutes		

--- End of transaction ---