

1.) OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

It is located at the left side, ground floor of the Municipal Building. For more information, comment or questions you may look for Ms. FILOMENA G. DELA CRUZ or may contact the MCR OFFICE thru (044) 958-3833. Office opens Monday - Friday 8:00 am to 5:00 pm (no noon break)

2.) WHO MUST AVAIL?

People that is under of the Municipality oe people born on this Municipality. "The child shall be registered immediately after birth and shall have the right from birth to a name and the right to acquire a Nationality" (Art. 7, Convention on the Rights of the child - Ractified by the Philippines in July 1990)

* Certificate of Live Birth shall be registered within 30 days from time of birth. Copy of Certificate of Live Birth will also get on the date of registration.

Requirements if newly born:

- 1.) Accomplished Certificate of Live Birth signed by the attending Physician/Midwife/Traditional Hilot and Parents
- 2.) Certificate of Marriage if parents are married. if not Affidavit of Admission of Paternity
- 3.) CTC - Community Tax Certificate

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Certificate of Live Birth			
. Presentation of Documents Applicants presents the needed documents and fill up the information/data sheet	Amalia V. Valdez Ana V. Botones Rosemarie T. San Pedro Eduardo V. Serdiñola	5 Mins.	
. Review the Documents		5 Mins.	
. Preparation/Registration of Document Typing, Posting of registry number	Typing/Posting of Reg. No. Amalia V. Valdez Ana V. Botones Rosemarie T. San Pedro Eduardo V. Serdiñola	15 Mins.	
Coding/Encoding	Lorena B. Mendoza Leilani E. Macapagal	10 Mins.	
Recording	Amalia V. Valdez Eduardo V. Serdiñola Concepcion V. Santin	5 Mins.	
. Payment of Fees (Receipt from the office of the Treasurer)	MTO - Representative	3 Mins.	50.00
. Final review/Signature to registered document	Filomena G. Dela Cruz Municipal Civil Registrar	5 Mins.	
. FOR RELEASE	Amalia V. Valdez Ana V. Botones Rosemarie T. San Pedro Eduardo V. Serdiñola	2 Mins.	

* DELAYED REGISTRATION

A report of a vital event made beyond the reglementary period is considered delayed (30 days after time of birth)

REQUIREMENTS FOR DELAYED REGISTRATION OF BIRTH

- Negative Certification from National Statistics Office (NSO)
- Baptismal Certificate/Medical Certificate
- Form 137 (Elementary/Hight School)
- Voter Registration Record
- Barangay Captain's Certification
- Attending Physician/Midwife/Traditional Midwife
- Marriage Certificate (Applicant and Parents)
- Affidavit of Delayed Registration of Birth by father/mother or guardian

- Joint Affidavit of two(2) dis-interested persons who might have witnesses or known the birth of the child.
- Ten days posting period

* If parents are not yet married at the time of birth

ADDITIONAL REQUIREMENTS

- Affidavit of Acknowledgment/Admission of Paternity
- Picture of mother and child

PROCEDURE :

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Presentation of Documents applicants presents the needed documents to the frontline personnel and fill-up the information/data sheet	Amalia V. Valdez Rosemarie T. San Pedro Ana V. Botones Concepcion V. Santin Eduardo V. Serdiñola Susan O. Galapon	5 mins	
. REVIEW DOCUMENTS	Amalia V. Valdez Rosemarie T. San Pedro Ana V. Botones Concepcion V. Santin Eduardo V. Serdiñola Susan O. Galapon	5 mins	
. Payment of Fees	MTO - Representative	3 mins	415.00
. Preparation of Document (Typing)	Amalia V. Valdez Rosemarie T. San Pedro Ana V. Botones Concepcion V. Santin Eduardo V. Serdiñola Susan O. Galapon	15 mins	
. Affidavit of 2 dis-interested person	Mayor's Office Represent- tative	10 mins	
. Ten(10)days posting/Period	Amalia V. Valdez Rosemarie T. San Pedro Ana V. Botones Concepcion V. Santin Eduardo V. Serdiñola Susan O. Galapon	5 mins	
. Registration of Document posting of registry number	Amalia V. Valdez Rosemarie T. San Pedro Ana V. Botones Concepcion V. Santin Eduardo V. Serdiñola Susan O. Galapon Priscilla P. Corpuz	5 mins	
Coding/Encoding	Lorena B. Mendoza Leilani E. Macapagal	15 mins	
Recording	Amalia V. Valdez Eduardo V. Serdiñola Concepcion V. Santin	5 mins	
. Final Review/Signature to registered document	Filomena G. Dela Cruz Municipal Civil Registrar	3 mins	