

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 or 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)

- 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 Representative	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	

REQUEST FOR CERTIFICATION/CERTIFIED TRUE/XEROX COPIES OF CIVIL REGISTRY DOCUMENTS

- . Certificate of Live Birth
- . Certificate of Marriage
- . Certificate of Death

Persons allowed to request documents (Rule 24 of Administrative Order No. 1 series 1993)

- a) The concerned person himself/herself or any person authorized by him/her;
- b) His/her spouse, parents, siblings or guardian or institution legally in charge of him/her if he/she is a minor
- c) The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of the child's parents or other circumstances surrounding his/her birth; and
- d) in case of a person's death, the nearest kin

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Request of document (birth marriage and death) applicant goes to Mun. Civil Registrar frontline personnel and states his/her request then fill-up request slip.	Eduardo V. Serdiñola Amalia V. Valdez Rosemarie T. San Pedro Concepcion V. Santin Susan O Galapon Ana V. Botones Priscilla P. Corpuz	3 mins	Certification P 50.00/copy for abroad P 100.00/copy True/Xerox Copy 100.00/copy for abroad P 150.00/copy
. VERIFICATION - Registry Book	Eduardo V. Serdiñola Amalia V. Valdez Rosemarie T. San Pedro Concepcion V. Santin Susan O Galapon Ana V. Botones Priscilla P. Corpuz	15 mins	
- Computer	Rosemarie T. San Pedro Lorena B. Mendoza Leilani E. Macapagal	5 mins	
. Preparation/Review of documents - Typing	Eduardo V. Serdiñola Amalia V. Valdez Rosemarie T. San Pedro Concepcion V. Santin Susan O Galapon Ana V. Botones Priscilla P. Corpuz	10 mins	
- Encoding/Printing	Lorena B. Mendoza Leilani E. Macapagal	10 mins	
. Payment of Fees	MTO - Representative	3 mins	
. Final Review/Signature to documents for issuance	Filomena G. Dela Cruz Municipal Civil Registrar	3 mins	
OTHER SERVICES: * Endorsement of records to the NSO - Civil Registry Records with negative results from NSO	Eduardo V. Serdiñola Amalia V. Valdez Rosemarie T. San Pedro Concepcion V. Santin Susan O Galapon Ana V. Botones	15 mins	2 Cert. Fee P 100.00 2 True Copy P 200.00 Service Fee P 50.00

- Advance endorsement transmittal of records(document to NSO for the immediate issuance of the document in SECPA (Security Paper)	Priscilla P. Corpuz Eduardo V. Serdiñola Amalia V. Valdez Rosemarie T. San Pedro Concepcion V. Santin Susan O Galapon	20 mins	Cert. Fee P 50.00 2 True Copy P 300.00 For Abroad Service Fee P 50.00
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FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Out of Town Registration of Civil Registry Documents (Rule 20 of AO/ series 1993) and Migrant Petitions (Sec. 7 of R.A. #9048)	Ana V. Botones Priscilla P. Corpuz (Rule 20) Ana V. Botones Concepcion V. Santin Migrant Lorena B. Mendoza Leilani E. Macapagal	(Rule 20) 20 mins (Migrant Pet.) 30 mins	CCE - P 500 CFN - P 1000
* Preparation/review of documents typing/endorsement of documents - Rule 20	Ana V. Botones Concepcion V. Santin	15 mins	
- Migrant Pet. (R.A. 9048)	Lorena B. Mendoza Leilani E. Macapagal	30 mins	
* Payment of Fees	MTO - Representative	3 mins	
* Final review/Signature/endorsement of document	Filomena G. Dela Cruz Municipal Civil Registrar	15 mins	Oath fee P 50.00
* Administer Aath for Civil Registration purposes only	Filomena G. Dela Cruz Municipal Civil Registrar	5 mins	Oath fee P 50.00
* Attend/Assist to queries/request regarding problems/issues related to Civil Registration	Filomena G. Dela Cruz Municipal Civil Registrar	15 mins	

HOW TO REGISTER CERTIFICATE OF MARRIAGE

* What to bring in Registration of Certificate of Marriage

1. Four (4) copies of Accomplished Certificate of Marriage
2. Copy of Marriage License (it must be registered within 15 days from the date of Marriage)
3. Copy of Authorization to Solemnized Marriage by Solemnizing Officers

* Additional for Marriage under Art. 34 (it must be register within 30 days from the date of Marriage)

1. Cenomar
2. Barangay Captain's Certification
3. Affidavit of Cohabitation
4. Affidavit of Solemnizing Officer at the back of the Certificate of Marriage

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Certificate of Marriage . Presentation of Documents by Solemnizing Officers MTC/ Mayor's Office Staff	Priscilla P. Corpuz	2 mins	
. Review of Documents - Within 15 days/with Marriage License from date of Marriage	Priscilla P. Corpuz	3 mins	Service fee P 50.00
. Preparation/registration of	Priscilla P. Corpuz	3 mins	

Document Typing/Reg. No./ Signature			
Coding/Encoding	Lorena B. Mendoza Leilani E. Macapagal	5 mins	

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
Payment of fees	MTO - Representative	3 mins	
Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	5 mins	

REQUIREMENTS FOR DELAYED REGISTRATION OF MARRIAGE
= After 15 days (with marriage Release) from date of Marriage

1. Four (4) copies of Accomplished Certificate of Marriage
2. Copy of Marriage License
3. Copy of Authorization to Solemnized Marriage by Solemnizing Officers
4. Negative Certification from NSO
5. Affidavit of Solemnizing Officer why said Marriage wasn't registered on time
6. Affidavit of two(2) dis-interested persons
7. Birth Certificate of Children
8. Affidavit of Marriage (copy of Marriage Contract is no longer available)

* Additional for Marriage under Art. 34 - After 30 days from the date of Marriage)

1. Cenomar
2. Barangay Captain's Certification
3. Affidavit of Cohabitation
4. Affidavit of Solemnizing Officer at the back of the Certificate of Marriage

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Review the Documents Presentation of Documents by the applicants and all the supporting documents	Priscilla P. Corpuz Susan O. Galapon	3 mins	
* Review the Documents	Priscilla P. Corpuz Susan O. Galapon	5 mins	
* Preparation of Document Typing	Priscilla P. Corpuz Susan O. Galapon	15 mins	
* Payment of fees	MTO - Representative	3 mins	
* Posting (10 days posting)	Priscilla P. Corpuz Susan O. Galapon	2 mins	
* Registration of Document (After 10 days Posting)	Priscilla P. Corpuz Susan O. Galapon	2 mins	
Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	3 mins	

HOW TO REGISTER DEATH/FETAL DEATH

* What to bring in registration of Certificate of Death/Fetal Death

1. Four (4) copies of Duly Accomplished Certificate of Death/Fetal Death Duly signed by the informant
(Informant should be nearest kin (Parents, Children, Spouse, Siblings), attending physician, embalmer
and officiating officer (the Municipal Health Officer))

and reviewing officer (the Municipal Health Officer)

2. Burial Permit Form (GSO Form #1)

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
*Certificate of Death/Fetal Death . Presentation of Documents - Interview/filling-up information/data sheet (for deaths without attendant at death - (Physician)	Concepcion V. Santin Rosemarie T. San Pedro Ana V. Valdez Susan O. Galapon Amalia V. Valdez	5 mins	Burial Permit P 100.00 Cemetery Lot fee P 50.00 Transfer Permit fee P 100.00 Service fee P 50.00

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Review the Documents - Reglementary Period (within 30 days from date of death) . Preparation/registration of Document - Typing/Signatures	Concepcion V. Santin Rosemarie T. San Pedro Ana V. Valdez Susan O. Galapon Amalia V. Valdez MCR Staff, Signature Attending Physician Rural Health Physician, Embalmer, Rural Health Physician (Review)	5 mins	
. Assigned Registry Number	Concepcion V. Santin Ana V. Valdez Rosemarie T. San Pedro Amalia V. Valdez Susan O. Galapon	3 mins	
. Coding/Encoding	Lorena B. Mendoza Leilani E. Macapagal	5 mins	
. Recording	Concepcion V. Santin Amalia V. Valdez Eduardo V. Serdiñola	5 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	5 mins	

HOW TO REGISTER FOUNDLING/S

* What to bring

1. Police/Barangay Report
2. MSDW Certification/Report
3. Affidavit of two(2) dis-interested persons
4. Notarized Document

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* FOUNDLING/S - Presentation of Documents - Applicant presents the needed Documents to the frontline personnel and fill-up the information/data sheet.	Susan O. Galapon Rosemarie T. San Pedro	5 mins	
. Review Documents	Susan O. Galapon Rosemarie T. San Pedro	5 mins	

- Typing/Registry Number Signature of Legal Counsel	Susan O. Galapon Rosemarie T. San Pedro	1 hr.	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	5 mins	

APPLICATION FOR MARRIAGE LICENSE

Notice to all Applicants for Marriage License

I. No Application for Marriage License shall be accepted unless the following requirements are complied with by the applicants and submitted to the Municipal Civil Registrar:

A. 18 years old and above but below 21 years

1. Proof of age (Birth Certificate)
2. Parental Consent
3. Certificate of Marriage Counselling
4. Certificate of Family Planning and Responsible Parenthood
5. CENOMAR (Certificate of No Marriage - from NSO)
6. Community Tax Certificate

B. 21 years and above but below 25 years

1. Proof of age (Birth Certificate)
2. Parental Advice
3. Certificate of Marriage Counselling
4. Certificate of Family Planning and Responsible Parenthood
5. CENOMAR (Certificate of No Marriage - from NSO)
6. Community Tax Certificate

C. 25 years and above

1. Proof of age (Birth Certificate)
2. Certificate of Family Planning and Responsible Parenthood
3. CENOMAR (Certificate of No Marriage - from NSO)
4. Community Tax Certificate

D. In case the applicant has been previously married:

1. Certificate of Death of the deceased spouse; or
2. Judicial decree of absolute divorce; or
3. Judicial decree of annulment or declaration of nullity of previous marriage.

E. In case the applicant is a foreigner:

1. when the foreigner has embassy or consulate in the Philippines:
Certificate of Legal Capacity to Contract Marriage to be issued by his diplomatic official;
2. when the foreigner has no embassy or consulate in the Philippines:
Affidavit of Legal Capacity to Contract Marriage, and a Certification that he has no embassy or consulate in the Philippines to obtained from the Department of Foreign Affairs.

II. Application for marriage license shall be posted for ten (10) consecutive days before the LCR will issue the license.

III. Marriage license shall be secured in the City or Municipality where one or both of the parties to the intended married habitually reside.

IV. Any party responsible in the commission of irregularity in the issuance of marriage license shall be civilly criminally and administratively liable.

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
- Application for Marriage License: . Presentation of Documents - Filling-up information/Data sheet. Interview Applicants	Priscilla P. Corpuz Amalia V. Valdez Susan O. Galapon Ana V. Valdez	10 mins	Applications where both resident of the municipality P 265.00 - Application where one of applicant is a non-resident P 320.00 - Application where one of the applicant is a foreigner P 600.00 - Legal Instruments for P 200.00

. Review Document	Priscilla P. Corpuz Amalia V. Valdez Susan O. Galapon Ana V. Valdez	5 mins	- Marriage License P 2.00 - Misc. fee
. Preparation/Registration of Document - Typing/Reg. No./Recording	Priscilla P. Corpuz Amalia V. Valdez Susan O. Galapon Ana V. Valdez	30 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	10 mins	

HOW TO REGISTER LEGAL INSTRUMENTS

. What to bring

- Affidavit of Acknowledgment/Admission of Paternity
 1. Three (3) copies of the affidavit of acknowledgment (notarized)
 2. Three (3) copies of the affidavit of Admission of Paternity (notarized)
 3. Three (3) copies of Certificate of Live Birth
- Affidavit of Legitimation
 1. Three (3) copies of the affidavit of Legitimation
 2. Three (3) certified true/xerox copies of Certificate of Live Birth
 3. Marriage Certificate (NSO)
 4. CENOMAR from NSO (both parents)
- Affidavit to USE THE SURNAME OF FATHER (AUSF. r.a. 9255)
 1. Three (3) copies of the affidavit (AUSF)
 2. Three (3) copies of certified true/xerox copies of Certificate of Live Birth (back to back)
 3. Three (3) copies of Registered Affidavit of Acknowledgment/Admission of Paternity
- Naturalization/Election of Citizenship
 1. Three (3) copies of Election of Citizenship/Naturalization
 2. Oath of allegiance
 3. Specimen of thumb and finger marks
 4. Other affidavits

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
Legal Instruments . Presentation/review of Documents - Affidavit of acknowledgment/ Admission of Paternity	Susan O. Galapon Rosemarie T. San Pedro Amalia V. Valdez Lorena B. Mendoza Leilani E. Macapagal	5 mins	Legal Instrument P 250.00 True/Xerox copy P 150.00 Cert. Fee P 50.00
- Affidavit of Legitimation	Leilani E. Macapagal	10 mins	Legal Instrument fee P 250.00 True/Xerox copy P 150.00 Cert. fee P 50.00 Service fee P 50.00
-Affidavit TO USE THE SURNAME OF THE FATHER (AUSF R.A.9055)	Leilani E. Macapagal	5 mins	Legal Instrument fee P 250.00 True/Xerox copy P 150.00 Cert. fee P 50.00 Service fee P 50.00
- Naturalization/Election of Citizenship	Leilani E. Macapagal	10 mins	
. Preparation/Registration of			

Document - Typing/Reg. No./Recording	Leilani E. Macapagal	15 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	10 mins	

COURT ORDERS

. Requirements

1. Original Copy of Decision and Finality
2. Four Certified Machine Copies of Decision, Finality, Certificate of Live Birth/Certificate of Marriage/
Certificate of Death or Foundling as the case maybe
3. Three (3) copies of Certificate of Live Birth

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
COURT ORDERS.			
. Presentation and review of Documents - Adoption	Filomena G. Dela Cruz MCR	15 mins	Registration fee P 150.00 2 Certification fee P 100.00
- Correction of Entries	Filomena G. Dela Cruz MCR	15 mins	True/Xerox copy P 100.00
- Annulment of Marriage	Filomena G. Dela Cruz MCR	15 mins	Service fee P 50.00
- Declaration of Presumptive Death of absentee spouse	Filomena G. Dela Cruz MCR	15 mins	
- Others	Filomena G. Dela Cruz MCR	15 mins	
. Preparation/Registration of Documents - Typing of amended documents - Posting of Registry Number - Recording to Registry Book	Lorena B. Mendoza Leilani E. Macapagal	20 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	15 mins	

CORRECTION OF CLERICAL ERROR/S AND CHANGE OF FIRST NAME LAW UNDER REPUBLIC ACT NO. 9048

. Requirements - Correction of Clerical Erroe/s

1. NSO - copy of the document to be corrected
2. Documents relative to the error/s like:
 - Birth Certificate
 - Baptismal Certificate
 - School Records
 - Voter Registration Record
 - Marriage Certificate
 - SSS/GSIS/BIR
 - Death Certificate
 - Land Titles
 - Community Tax Certificate of the Petitioner
 - Others

* all Documents should be in three xerox copies each

- Please bring originals

CORRECTION OF CLERICAL ERROR/S AND CHANGE OF FIRST NAME LAW UNDER REPUBLIC ACT NO. 9048

Requirements - Change of First Name

Requirements - Change of First Name

1. NSO copy of the Birth Certificate
2. Documents relative to the error like:
 - Baptismal Certificate
 - School Records
 - Marriage Certificate
 - Voter Registration Record
 - Community Tax Certificate of the Petitioner
 - Others
 - Barangay, Police and NBI Clearance
 - Employment clearance (if employed)
 - Affidavit of non employment (if not employed)
 - Publication (2 consecutive weeks in a newspaper of National Circulation)
 - Ten days posting period (LCRO Bulletin Board)

- * all Documents should be in three xerox copies each
- Please bring originals

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Republic Act No. 9048 (Correction of Clerical Error/s and Change of First Name Presentation/review of documents	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	
- Petition for Correction of Clerical Error/s	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 1000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
- Change of First Name	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 3000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
* Change of Gender/Sex Correction of Day/Month of Birth Under R.A. 10172	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 3000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
* Preparation/Registration/ Submission (NSO for approval)			
- Typing of Petition/Notices Registry Number/Recording	Lorena B. Mendoza Leilani E. Macapagal	1 hr.	
- Posting (10 days posting)	Lorena B. Mendoza Leilani E. Macapagal	5 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Petitions/Approval	Filomena G. Dela Cruz MCR	10 mins	

* Affirmed Petition . Preparation Cert. of Finality/ Endorsement/Annotated Documents			
- Typing	Lorena B. Mendoza Leilani E. Macapagal	20 mins	
- Recording	Lorena B. Mendoza Leilani E. Macapagal	10 mins	
- Annotation of the Documents	Lorena B. Mendoza Leilani E. Macapagal	10 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz MCR	10 mins	

