

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	