

**CITY
REGISTRAR'S
OFFICE**

LIZA A. AUZA
City Civil Registrar

Tel. No. (086) 211-3948

Pag-Rehistro sa Birth o Marriage Certificate

KINAHANGLANON

- Certificate of Live Birth (COLB) or Marriage Contract

☺ UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar ang Birth Certificate o Marriage Certificate	2 minutos	Violeta C. Balo Registration Officer II
2. Pagsusi sa dokumento kon "verification"	3 minutos	Violeta C. Balo Registration Officer II Arceli C. Diaz Casual
3. Pag-rehistro sa Dokumento	2 minutos	Violeta C. Balo Registration Officer II Arceli C. Diaz Casual
4. Release sa Dokumento	2 minutos	Liza A. Auza City Civil Registrar

Pag-Registration sa Death Certificate

KINAHANGLANON

- Death Certificate
- Barangay Certificate (for death occurring outside hospitals or clinics or with physicians)
- Transfer of Cadaver
- Entrance of Cadaver
- Exhumation Permit

BAYRONON

- Burial Permit fee P 50.00
- Transfer of Cadaver 100.00
- Entrance of Cadaver 100.00
- Exhumation Permit 100.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar ang mga dokumento	5 minutos	Violeta C. Balo Registration Officer II
2. Pagsusi sa mga dokumento kon "verification"	2 minutos	Violeta C. Balo Registration Officer II
2. Pagpa-perma sa City Health Officer	5 minutos	Dr. Ruth M. Arraz City Health Officer
3. Payment of Fees	5 minutos	Revenue Collection Officer
4. Pag-rehistro sa Dokumento	2 minutos	
5. Pag-pirma ug Pag-release sa Death Certificate	2 minutos	Liza A. Auza City Civil Registrar Violeta C. Balo Registration Officer II

Pag-Registro sa Court Orders/Decrees ug Request sa Annotated Record

UNSA KINI?

Kining mosunod nga mga Court Orders/Decrees kinahanglan i-registro:

- Decree of Legal Separation
- Declaration of Nullity of marriage
- Court Decisions or order to correct or change entries in any certificate of births, marriage or death.
- Declaration of Presumptive Death
- Repatriation or voluntary renunciation of citizenship
- Court decision recognizing or acknowledging of natural children or impugning or denying such recognition or acknowledgement
- Judicial determination of maternity affiliation
- Aliases

KINAHANGLANON

- Original/Certificate Xerox copy of the court order
- Certificate of Finality
- Certificate of Court registration issued by the concerned City Civil Registrar where the CO was issued.

BAYRONON

- Annulment P 3,000.00
- Adoption 250.00
- Correction 200.00
- CTC of CO 20.00
- Endorsement 100.00

CTC of Annotated Record

- Local 100.00
- Abroad 200.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar ang mga dokumento	2 minutos	Violeta C. Balo Registration Officer I
2. Pagsusi sa dokumentokon "verification"	5 minutos	Violeta C. Balo Registration Officer I
3. Payment	5 minutos	Revenue Collection Officer
4. Registration of Court Order	10 minutes	Violeta C. Balo Registration Officer I
5. Review and Approval	5 to 10	Liza A. Auza City Civil Registry
6. Release sa Dokumento	5 minutes	Violeta C. Balo Registration Officer I

Pag-Registro sa Legal Instrument/Legitimation of Natural Child

UNSA KINI?

Ang tanang legal instruments kinahanglan ma-registro sa Civil Registry sa lugar kung asa kini mahimo o mabuhat, gawas niining mosunod:

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing;
- Marriage Settlement – where the marriage was recorded
- Admission of Paternity; and
- Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded.

Dili sakop sa nahisgutan nga “exceptions” sa unahan ang mosunod nga mga instrument nga kinahanglan i-registro:

- Acknowledgement
- Acquisition of citizenship
- Certificate of legal capacity of contract marriage
- Option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children's legitimate; and
- Waiver or rights interests' absolute community.

Ang tanang legal instruments nga gihimo sa laing nasud, kinahanglan i-registro sa Civil Registry sa Manila.

KINAHANGLANON

- Legal Instruments
- Legitimation of Natural Child
 - Marriage Contract of Child
 - Birth Certificate of the Child
 - Joint Affidavit of Legitimation of the parents
 - Affidavit of Acknowledgement of paternity
 - Legitimation Fee

BAYRONON

- Legal Instrument Registration Fee P200.00
- Legitimation Fee P200.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar and dokumento	1 minuto	Violeta C. Balo Registration Officer I Arceli M. Diaz Casual
2. Pagsusi sa Dokumente kon “verification”	10 minutos	Violeta C. Balo Registration Officer I
3. Payment of Fees	5 minutos	Revenue Collection Officer
4. Registration of the Legal	15 minutos	

Instruments and/or Annotation to the Affected Civil Registry Record.		Violeta C. Balo Registration Officer I Arceli M. Diaz Casual
5. Preparation of Annotated Record	15 minutos	Arceli M. Diaz Casual
6. Release of Documents	1 minuto	Arceli M. Diaz Casual

Endorsement sa Registry Records ngadto sa Civil Registrar-General

UNSA KINI?

Ang tanang civil registrars maga-sumite ug civil registry documents nga sa Office of the Civil Registrar-General (OCRG), pinaagi sa NSO Provincial Office.

Apan adunay higayon nga dili available ang maong dokumento sa NSO, o basin naa pa NSO Provincial Office gi-roseso.

Mamahimo nga ang Civil Registrar mag-sumite o mag-indorse sa gikinahanglan nga dokumento ngadto sa NSO, kung gikinahanglan.

KINAHANGLANON

- NSO Negative Result Certificate

BAYRONON

- Endorsement Fee P100.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-sumite ang Request for Endorsement	1 minuto	Marlon B. Acevedo Casual
2. Pagsusi sa Dokumento kon "Verification"	30 minutos	Marlon B. Acevedo Casual
3. Payment of Fees	1 minuto	Revenue Collection Officer
4. Andamon ang Endorsement	15 minutos	Marlon B. Acevedo Casual
5. Pagpirme sa Endorsement	5 minutos	Liza A. Auza City Civil Registrar
6. Release sa Endorsement <i>Pahinumdoman ang kliyente nga ipa-mail sa NSO Quezon City, ug e-follow-up human ang 5-7 ka ka-adlaw.</i>	5 minutos	Casual

Delayed Registration sa Civil Registry Records

KINAHANGLANON

- NSO Negative Result
- Affidavit of Delayed Registration
- Affidavit of Two (2) Disinterested Persons
- Baptismal certificate
- School records
- Certified true copy of marriage or death certificate

BAYRONON

- Late Registration Fee
 - Less than 1 month P100.00
 - More than 1 month P200.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar ang dokumento: <i>Mamahimong:</i> <ul style="list-style-type: none"> • <i>Certificate of Live birth (COLB)</i> • <i>Marriage Contract</i> • <i>Death Certificate</i> • <i>Others</i> 	5 minutos	Liza A. Auza City Civil Registrar
2. Pagsusi sa mga Dokumento kon "Verification"	5 minutos	Liza A. Auza City Civil Registrar
3. Payment of Fee	5 minutos	Revenue Collection Officer
4. Interview ug Pagpanumpa sa Affidavit of Delayed Registration	5 minutos	Liza A. Auza City Civil Registrar
5. Pagmantala sa Publiko <i>Pasabton ang kliyente nga kinahanglan pa i-mantala sa publiko ang iyang record sulod 10 ka-adlaw, usa siya mobalik aron sa pag-follow-up.</i>	10 adlaw	Liza A. Auza City Civil Registrar
6. Release sa Dokumento	2 minutos	Liza A. Auza City Civil Registrar

Pag-apply ug Marriage License

KINAHANGLANON

- Certified True/Xerox copy of Birth Certificate sa aplikante
- Pre-Marriage Counseling Certificate
- Pangtugot sa Glnikanan (kung ang aplikante 21 anyos ug ubos sa 25 anyos)
- Usa sa magti-ayon kinahanglan residente Tandag City.

BAYRONON

- Application Fee P100.00
- License Fee 50.00

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. I-presentar ang mga dokumento	6 minutos	Violeta C. Balo Registration Officer I
2. Pagsusi sa mga Dokumento kon "Verification"	2 minutos	Violeta C. Balo Registration Officer I
3. Pagsulat sa Application	10 minutos	
4. Payment of Fees	2 minutos	Revenue Collection Officer
5. Subscription sa Application <i>Pahinumduman ang kliyente nga adunay 10 adlaw ngapagmatala sa dokumento.</i>	5 minutos	Liza A. Auza City Civil Registrar
6. Release sa Dokumento	2 minutos	Liza A. Auza City Civil Registrar

Petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE)

UNSA KINI?

REPUBLIC ACT No.19048 nagtugot sa City Registrar sa correction sa clerical or typographical error ugpag-usab sa first name or nickname nga dili kinahanglan ang court order.

KINAHANGLANON

BAYRONON

- Filling Fee for CFN P3,000.00 (+P1,000.00 service fee for migrant petitioner)
- Filling Fee for CCE P1,000.00 (+P500.00 service fee for migrant petitioner)

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. Pagpadayag sa Problem Registry Record	10 minutos	Liza A. Auza City Civil Registrar
2. Pagsusi sa mga Dokumento	15 minutos	

3. Payment of Fees	3 minutos	Revenue Collection Officer
4. Pag-andam sa Petition	20 minutos	Liza A. Auza City Civil Registrar
5. Pagmantala sa Petition	2 semana (CFU) 10 adlaw (CCE)	Liza A. Auza City Civil Registrar
6. Pagpadalasa Petition ngadto sa NSO <i>Ipasabot sa kliyente nga adunay 2 ka bulan nga kadugayon ang pagtubag sa petition. Mamahimong i-follow-up human ang 2 ka bulan.</i>	2 bulan	Liza A. Auza City Civil Registrar

Pag-Rehistro sa Nakit-an/Abandono nga Bata

UNSA KINI?

Ang nakakita o ang charitable institution sulod sa 30 adlaw kinahanglan magpa-rehistro sa bata (nga nakit-an/abandono) sa Civil Registrar sa Dakbayan sa Tandag.

The finder/charitable institution within thirty (30) days shall make registration on the founding in the Office of the Civil Registrar of the City/Municipality where the child was found from the date of finding/commitment of the child.

KINAHANGLANON

- Certification sa Punong Barangay kung asa nakit-an ang bata
- Police Blotter/Report
- Affidavit sa Nakakita

UNSAY BUHATON?

PAMAAGI	KADUGAYON	PALIHOG DUOLA
1. Pag-presentar sa mga Dokumento	15 minutos	Violeta C. Balo Registration Officer I
2. Pagsusi sa mga Dokumento kon "Verification"	10 minutos	Violeta C. Balo Registration Officer I
3. Review ug Approval		Liza A. Auza City Civil Registrar
4. Release sa Certificate		Violeta C. Balo Registration Officer I



Republic of the Philippines
Province of Surigao del Sur
City of Tandag
Office of the City Civil Registrar

CUSTOMER FEEDBACK FORM

Please let us know how we served you. This form may be used for compliment, Suggestion and/or complaint.

Name: _____
Address: _____
Tel. No: _____ Date: _____
Email: _____

Service Availed of (please check):

<input type="checkbox"/> Birth Certification	<input type="checkbox"/> Change of First Name or Corrections/clerical error
<input type="checkbox"/> Death Certification	<input type="checkbox"/> Supplemental Report
<input type="checkbox"/> Marriage Certification	<input type="checkbox"/> Administrative Correction
<input type="checkbox"/> Apply Marriage License	<input type="checkbox"/> Court Orders
<input type="checkbox"/> Request Clear Copy	<input type="checkbox"/> Legitimation of Natural Child
<input type="checkbox"/> Delayed Registration	<input type="checkbox"/> RA 9255
<input type="checkbox"/> OCRG Electronic Endorsement	

Purpose of Transaction: _____
Person/Unit/Office transacted with: _____

Part I: Customer Satisfaction Rating

For the following question, this rating scale shall be used:

- 5- Outstanding 2-Fair or Needs improvement
- 4- Very Satisfactory 1-Poor
- 3- Satisfactory

Question	5	4	3	2	1
How would you rate your OVERALL SATISFACTION with regard to the quality of service delivery?					
How satisfied were you in terms of the response time to your transaction given by the office?					
How satisfied were you with the outcome of the service provided?					
How satisfied were you with the service provider's extensive information on/ understanding of the service being provided?					
How satisfied were you with the service provider's competence or the skill in delivering service?					
How satisfied were you with the service provider's friendliness, courteousness/ politeness, fair treatment and willingness to do more than what is expected or going the extra mile?					

Part II: Customer Feedback

Please check if you are providing a compliment, suggestion or complaint:

<input type="checkbox"/>	Compliment
<input type="checkbox"/>	Suggestion
<input type="checkbox"/>	Complaint

2. Facts or details about the incident:

3. Recommendation/ Suggestion/ Desired Action from Office:
