

## THE CITIZEN'S CHARTER

### MUNICIPAL CIVIL REGISTRAR'S OFFICE

Ground Floor Municipal Building Maragondon, Cavite  
Tel. no.: 046-4120034



**LEONORA V. LOYOLA**  
**MUNICIPAL CIVIL REGISTRAR**

**SERVICE**

**: SECURING MARRIAGE LICENSE**

**WHO MAY AVAIL THE SERVICE**

: All qualified Male/Female residents of Municipality of Maragondon

**SCHEDULE OF SERVICE AVAILABILITY REQUIREMENTS**

: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK**

**Resident:**

Birth / Baptismal Certificate of Applicant  
CENOMAR (Certificate of No Marriage Record)  
Marriage Counseling Certificate from MSWDO & RHU  
Latest CTC of applicants & Parents  
Death Certificate of Spouse (if widow)

**For Alien:**

CENOMAR (Certificate of No Marriage Record, if resides in the Philippines for 6 months and more)  
Certificate of legal capacity (for alien only)  
Divorce Decree (if applicable)  
PASSPORT  
License Fee of Php 2.00

**FEE / CHARGES**

**HOW TO AVAIL THE SERVICE...**

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Secure the list of requirements before applying	Gives the checklist of requirements	1 min.	<b>Princess E. Lorenzo</b> <b>Gina P. Casama</b>	LCRO	NONE
2	Submits the complete requirements	Checks / verifies the document submitted & advises client to pay at the Treasurer's Office	2 mins.	<b>Leonora V. Loyola</b> <b>(MCR)</b>	LCRO	See above list of requirements
3	After paying, goes back to the LCRO & gives the OR	Prepares the application form & instructs the applicants in filling up the form	10-12 mins.	<b>Levie B. Duag</b> <b>Gina P. Casama</b> <b>Princess E. Lorenzo</b>	LCRO	Official Receipt
4	Fill up Application Form	Receives the application form, issues certificate of posting & administers oath; advises the applicant/s to be back after ten (10) calendar days of posting	10 mins.	<b>Leonora V. Loyola</b> <b>(MCR)</b>	LCRO	NONE
5	After ten (10) calendar days of posting, comes back to the LCRO & received the issued Marriage License	Releasing the Marriage License	1 min.	<b>Princess E. Lorenzo</b> <b>Gina P. Casama</b> <b>Levie B. Duag</b>	LCRO	After the lapse of 10 days

**SERVICE****: REGISTRATION OF BIRTH, MARRIAGE & DEATH****WHO MAY AVAIL THE SERVICE**

: Concerned Person &amp; Relatives

**SCHEDULE OF SERVICE AVAILABILITY**: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK****REQUIREMENTS**

: Duly accomplished Certificate of Live Birth

Duly accomplished Certificate of Death

Duly accomplish Certificate of Marriage

**FEE / CHARGES**

: NONE

**HOW TO AVAIL THE SERVICE....**

<b>STEPS</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION</b>	<b>RESPONSIBLE PERSON</b>	<b>OFFICE / LOCATION</b>	<b>REQUIREMENTS</b>
1	Submits the complete requirements	Checks / Verifies the document submitted	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	See above list
2	While waiting	Records in the approval & signature to the LCR Officer	3 mins.	<b>Levie B. Duag Gina P. Casama</b>	LCRO	NONE
3	While waiting	Approval & Signature of the LCR Officer	1 min.	<b>Leonora V. Loyola</b>	LCRO	NONE
4	Receives the duty recorded & approved (Live Birth, Death & Marriage Certificate)	Releases the owner's Copy	1 min.	<b>Levie B. Duag Gina P. Casama Princess E. Lorenzo</b>	LCRO	NONE

**SERVICE**: **DELAYED REGISTRATION OF MARRIAGE****WHO MAY AVAIL THE SERVICE**

: Concerned Person who's solemnized at the Municipality of Maragondon

**SCHEDULE OF SERVICE AVAILABILITY**: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK****REQUIREMENTS**: **PSA Negative Results**

Marriage Certificate

Affidavit of the Concerned Person

Accomplished Certificate of Marriage

**FEE / CHARGES**

: Php 100.00

**HOW TO AVAIL THE SERVICE...**

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Secure the list of requirements before applying	Gives the checklist of requirements	1 min.	<b>Princess E. Lorenzo</b>	LCRO	NONE
2	Submits the complete requirements	Checks / verifies the document submitted & advises client to pay at the Treasurer's Office	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	See above list of requirements
3	After paying, goes back to the LCRO & gives the OR & Certificate of Marriage	Receives the OR & Certificate; Posting of Marriage; Advises the client to be back after 10 calendar days of posting	2 mins.	<b>Princess E. Lorenzo Levie B. Duag Gina P. Casama</b>	LCRO	Official Receipt & Certificate of Marriage
4	After 10 calendar days of posting, comes back to the LCRO & receives the newly issued Marriage Certificate	Records in the appropriate registry books and secures approval and signature of the MCR	2 mins.	<b>Gina P. Casama Princess E. Lorenzo Levie B. Duag</b>	LCRO	NONE
5	While Waiting	Issue certificate of posting; Approval and Signature of MCR	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	NONE
6	Receives the certificate of Marriage	Release of Certificate of Marriage	1 min.	<b>Princess E. Lorenzo Gina P. Casama</b>	LCRO	NONE

**SERVICE** : **DELAYED REGISTRATION OF BIRTH**  
**WHO MAY AVAIL THE SERVICE** : Only person born in the Municipality of Maragondon after the 30 days  
 Reglamentary Period  
**SCHEDULE OF SERVICE AVAILABILITY** : Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK**  
**REQUIREMENTS** : **For Legitimate Child**  
 SecPa of No Record  
 Baptismal Certificate  
 School Record  
 Brgy. Certification  
 Marriage Certificate of Parents  
 Affidavit of two (2) witnesses  
 : **For Illegitimate Child**  
 SecPa of No Record  
 Baptismal Certificate &  
 School Record  
 Brgy. Certification  
 Affidavit of two (2) disinterested parties  
**FEE / CHARGES** : Php 100.00

**HOW TO AVAIL THE SERVICE...**

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Secure the list of requirements before applying	Gives the checklist of requirements	1 min.	<b>Levie B. Duag</b>	LCRO	NONE
2	Submits the complete requirements	Checks / verifies the document submitted & advises client to pay at the Treasurer's Office	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	See above list of requirements
3	After paying, goes back to the LCRO & gives the OR	Prepares & reviewed the COLB; instruct informant to affix his/her signature Advises informant to be back after ten (10) calendar days of posting	20 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	Official Receipt
4	After ten (10) calendar days of posting, comes back to the LCRO	Records in the appropriate registry books and secures approval and signature of the MCR	1 min.	<b>Gina P. Casama Levie B. Duag</b>	LCRO	NONE
5	While Waiting	Issue certificate of posting; Approval and Signature of MCR	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	10 days posting
6	Receives the newly COLB	Releases the owner's copy of COLB	1 min.	<b>Levie B. Duag</b>	LCRO	NONE

**SERVICE****: DELAYED REGISTRATION OF DEATH****WHO MAY AVAIL THE SERVICE**

: Relative/s of the Deceased Person

**SCHEDULE OF SERVICE AVAILABILITY**: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK****REQUIREMENTS**

: SecPa of No Record

Burial Certificate from Church

Affidavit of two (2) disinterested parties

Accomplished Certificate of Death duly certified by MHO

**FEE / CHARGES**

: Php 100.00

**HOW TO AVAIL THE SERVICE....**

<b>STEPS</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION</b>	<b>RESPONSIBLE PERSON</b>	<b>OFFICE / LOCATION</b>	<b>REQUIREMENTS</b>
1	Secure the list of requirements before applying	Gives the checklist of requirements	1 min.	<b>Levie B. Duag</b>	LCRO	NONE
2	Submits the complete requirements	Checks / verifies the document submitted & advises client to pay at the Treasurer's Office	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	See above list of requirements
3	After paying, goes back to the LCRO & gives the OR & Certificate of Death prepared by Mun Health Office	Receives the OR & Certificate; Posting of Marriage; Advises the client to be back after 10 calendar days of posting	2 mins.	<b>Princess E. Lorenzo Levie B. Duag Gina P. Casama</b>	LCRO	Official Receipt & Death Certificate Prepared by: MHO
4	After 10 calendar days of posting, comes back to the LCRO	Issues Cert of posting	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	After the lapse of 10 days
5	Receives the newly issued Death Cert.	Releases the owner's copy of Certificate of Death	1 min.	<b>Levie B. Duag</b>	LCRO	NONE

**SERVICE****: INSURANCE OF TRANSCRIPT OF BIRTH, MARRIAGE & DEATH****WHO MAY AVAIL THE SERVICE**

: Concerned Person / Relatives

**SCHEDULE OF SERVICE AVAILABILITY**: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK****REQUIREMENTS**

: Duly accomplished verification slip

Official Receipt

Identification Card of the Requesting Parties

Authorization Letter if claimant is not the person concerned

**FEE / CHARGES**

: Php 115.00

**HOW TO AVAIL THE SERVICE....**

<b>STEPS</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION</b>	<b>RESPONSIBLE PERSON</b>	<b>OFFICE / LOCATION</b>	<b>REQUIREMENTS</b>
1	Accomplish and Submits the verification slip with ID of Requesting Parties	Checks / Verifies the document submitted & advises client to pay at the Treasurer's Office	2 mins.	<b>Levie B. Duag Princess E. Lorenzo</b>	LCRO	See above list of requirements
2	After paying, goes back to the LCRO & give the OR	Receives the official receipt & makes a print-out; secures the approval & signature of the LCR Officer	2 mins.	<b>Leonora V. Loyola Princess E. Lorenzo</b>	LCRO	Official Receipt
3	While waiting	Signs the Transcript	1 min.	<b>Leonora V. Loyola</b>	LCRO	NONE
4	Received the newly approved Transcript	Releases the owner's copy of transcript	1 min.	<b>Gina P. Casama</b>	LCRO	NONE

**SERVICE**

**: BREQS (Batch Request) FOR PSA (NSO) SECURITY PAPER FOR  
 CERTIFICATE OF MARRIAGE, CERTIFICATE OF LIVEBIRTH,  
 CERTIFICATE OF DEATH, CERTIFICATION OF MARRIAGE,  
 CERTIFICATION OF NO MARRIAGE**

**WHO MAY AVAIL THE SERVICE**

: Concerned Person / Other Representative with authorization

**SCHEDULE OF SERVICE AVAILABILITY**

: Monday to Friday (08:00AM – 05:00PM) **NO NOON BREAK**

**REQUIREMENTS**

: Duly accomplished Request form  
 Official Receipt  
 Identification Card of the Requesting Parties  
 Authorization Letter if claimant is not the person concerned

**FEE / CHARGES**

: Php 65.00 Municipal Service Fee

: Php 140.00 due to PSA (NSO)

**HOW TO AVAIL THE SERVICE....**

<b>STEPS</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION</b>	<b>RESPONSIBLE PERSON</b>	<b>OFFICE / LOCATION</b>	<b>REQUIREMENTS</b>
1	Fill-out properly the Request Form for: COM, COLB, COD, CEMAR, CENOMAR	Checks / Verify and advice client to pay the Municipal Service Fee	1 min.	<b>Levie B. Duag Princess E. Lorenzo</b>	LCRO	See above list of requirements
2	After paying, goes back to the LCRO & present OR of Municipal Fee and give payment due to PSA (NSO)	Receives the OR of Municipal Service Fee & payment due to PSA (NSO) then issue a BREQS Acknowledgement slip with the date of release of Security Paper approximately ten (10) days from date of filing	2 mins.	<b>Gina P. Casama Levie B. Duag Princess E. Lorenzo</b>	LCRO	Official Receipt Payment PSA (NSO) Request Form
3	Claim the issued Security Paper	Release the requested authenticated records in Security Paper	1 min.	<b>Levie B. Duag Gina P. Casama Princess E. Lorenzo</b>	LCRO	BREQS Acknowledgement Slip