

G. CIVIL REGISTRY SERVICES**73. REGISTRATION OF LIVE BIRTH*****DESCRIPTION of the SERVICE :***

Timely registration of live birth - live births within the jurisdiction of the city should be registered at the City Civil Registrar's Office within 30 days after birth.

Late registration of live birth - live births within the jurisdiction of the city are registered at the City Civil Registrar's Office 30 days beyond the time of birth.

REQUIREMENTS :

- * For timely registration of live births:
 1. Accomplished Certificate of Live Birth
- * For late registration of live births:
 1. Certificate of No Record on File issued by the NSO for child born prior to 1996
 2. Original copy of Certificate of Baptism
 3. Certified copy of Voter's affidavit
 4. If married, Certificate of Marriage of parents
 5. Immunization record/medical record of child

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
A. For timely registration of Live Birth		
1. Receives duly signed certificate of live birth (MF 102 Form) or information slip from client	5minutes	MERLIE PALICPIC <i>Administrative Assistant IV</i>
2. Reviews submitted Certificate of Live Birth/information slip, interviews the client and prepares the MF 102 form if there's no submitted accomplished Certificate of Live Birth	15 minutes	ALLEN ORGANO <i>Administrative Asst. IV</i>
3. Assigns registry number and affixes signature	5 minutes	ROLANDO SARMIENTO JR. <i>Registration Officer IV</i>
4. Issues copy of the registered birth certificate	2 minutes	ROLANDO SARMIENTO JR. <i>Registration Officer IV</i>
B. For late registration of Live Birth		
1. Receives and reviews submitted documents	5 minutes	ALLEN ORGANO <i>Administrative Asst. IV</i>
2. Prepares the MF 102 Form	15 minutes	ALLEN ORGANO <i>Administrative Asst. IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
3. Posts at the bulletin board in the city hall lobby	10 days	ALLEN ORGANO <i>Administrative Asst. IV</i>
4. Assigns registry number and affixes signature	5 minutes	ROLANDO SARMIENTO JR. <i>Registration Officer IV</i>
5. Issues copy of the registered birth certificate	2 minutes	ROLANDO SARMIENTO JR. <i>Registration Officer IV</i>