



28. REPUBLIC ACT 9048 / 10172 PETITIONS

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Complex			
Type of Transaction:	G2C– Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Clearance		Philippine National Police		
NBI Clearance		National Bureau of Investigation (NBI)		
Affidavit of Unemployment/Employment		To be secured by the Client		
Publisher's Affidavit of Publication		To be secured by the Client		
Newspaper Clippings		To be secured by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents	Researches and prepares documents	none	10 minutes	Mr. Rico M. Mercurion/Zenaida M. Drilon / Rosemarie M. Chavez
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on Republic Act's Standard Fees	10 minutes	Revenue Collector
	Signs and releases the request certificate	none	10 – 14 days	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives the certificate	-end of transaction-			
TOTAL		Based on Republic Act's Standard Fees	10 – 14 days and 10 minutes	