



27. ISSUANCE OF MCRO CERTIFICATES

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data/ Information needed		To be secured by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes application form / Provides data/information needed	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 the Latest Local Tax Code	10 minutes	Revenue Collector
	Signs and releases the request certificate	none	15 minutes	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives the certificate	-end of transaction-			
TOTAL		Based on the Latest Local Tax Code	25 minutes	