

### 33. Processing of Reconstruction of Civil Registry Documents

Reconstruction is the process wherein the local civil registrars may request certified true copies of civil registry records from the Civil Registrar General (CRG) files to reconstruct burned or destroyed civil registry records (Rule 16 of Administrative Order No. 1, Series of 1993).

<b>Office or Division:</b>	Civil Register Management Division			
<b>Classification:</b>	Simple (Approval of Request only)			
<b>Type of Transaction:</b>	Government-to-Government (G2G)			
<b>Who may avail:</b>	Local Government Units (LGU)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Principal</b>				
Letter/email request from the concerned LGU/LCRO requesting for reconstruction process		From the concerned LGU/LCRO		
Payment of Php5.00 per copy for regular reconstruction and Free of Charge for reconstruction during national/local calamity				
<b>Representative</b>				
2 or more Local Civil Registry Office (LCRO) personnel, civil registrar or staff				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>DOCUMENT RECEIPT AND CONTROL UNIT</b>				
1. Request for Reconstruction of Civil Registry Documents	1. Receipt and control of documents.	None	5 minutes per document	<i>Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i>  <i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i>  <i>Chief, CRMD 7<sup>th</sup> Floor CRS Building</i>

	<p>2. Encode document through RCC and printing of transmittal.</p>	None	1 hour per batch of 75 documents.	<p><i>Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Chief, CRMD 7<sup>th</sup> Floor CRS Building</i></p>
	<p>3. Transmit the letter to office of the ANS</p> <p>1.1 Route the letter to Microfilm Unit</p>	None	5 minutes per batch of 32 documents	<p><i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3<sup>rd</sup> Floor CRS Building</i></p> <p><i>Administrative Assistant II 8<sup>TH</sup> Floor CRS Building</i></p> <p><i>Supervisor Registration Officer II Microfilm Unit, 6<sup>th</sup> Floor CRS Building</i></p> <p><i>Chief, CRMD 7<sup>th</sup> Floor CRS Building</i></p>

**MICROFILM UNIT**

1. LGU/LCRO sends letter request to avail of reconstruction process at PSA	1. Receipt and control of letter request	None	5 minutes per letter request	Receipt & Control Staff
	2. Schedule the conduct of reconstruction process  3. Draft the reply to the letter request indicating the schedule of reconstruction.  4. Affix the initials in the draft letter	None	30 minutes per letter request	Registration Officer II, Supervisor, Microfilm Unit, 6 <sup>th</sup> Flr. CRS Bldg.  <i>Chief, CRMD</i> 7 <sup>th</sup> Flr., CRS Building, Quezon City  ANS, CRS 8 <sup>th</sup> Flr., CRS Building, Quezon City
	5. Review the letter and affix initials	None	Within 15 minutes per letter request	
	6. Review and sign the reply letter	None	Within 30 minutes per letter request	
	7. Send the reply thru email, if available,	None	5 minutes per letter request	
	8. Send hard copy via ordinary mailing thru PhilPost	None	30 minutes per letter request	CRS and GSD Personnel
<b>CENTRAL ARCHIVES</b>				
1. LCRO personnel proceed to CRMD-Central Archives to conduct reconstruction	9. Provide the folders with the years and type of documents for reconstruction to the LCRO personnel (Central Archives)	None	15 minutes	Supervisor, Central Archives  <i>Chief, CRMD</i> 7 <sup>th</sup> Flr., CRS Building, Quezon City

2. LCRO personnel photocopy the documents for reconstruction and return the same to the Archive Supervisor	10. Receipt and control of folders	None	5 minutes per folder	Central Archives Staff, Supervisor, Central Archives  <i>Chief, CRMD</i> 7 <sup>th</sup> Flr., CRS Building, Quezon City
	11. Count the number of documents/records reconstructed	None	1 minute per 60 records	
3. LCRO get a copy of the total number of the reconstructed civil registry documents	12. Prepare a billing statement of reconstruction of civil registry document	None	20 minutes	Supervisor, Microfilm Unit  <i>Chief, CRMD</i> 7 <sup>th</sup> Flr., CRS Building, Quezon City
4. LCRO pay the amount of reconstructed documents	13. Issues the Official Receipt and Certificate of Appearance to the LCRO personnel	None	10 minutes	Admin Staff-Office of Asst. National Statistician (ANS)  Assistant National Statistician 8 <sup>th</sup> Floor CRS Building