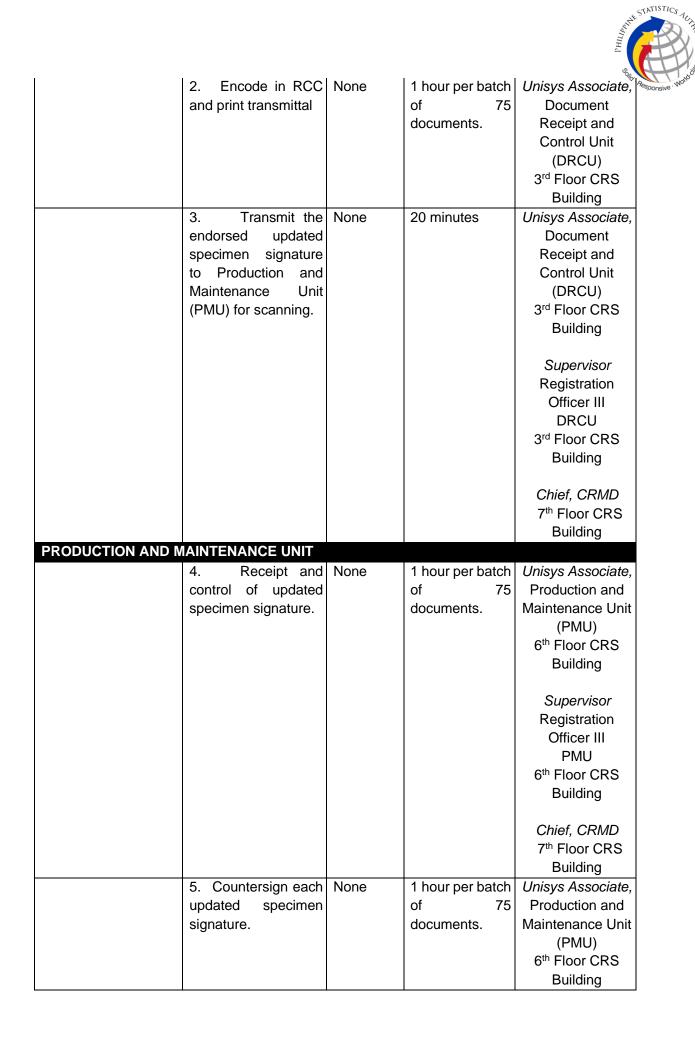


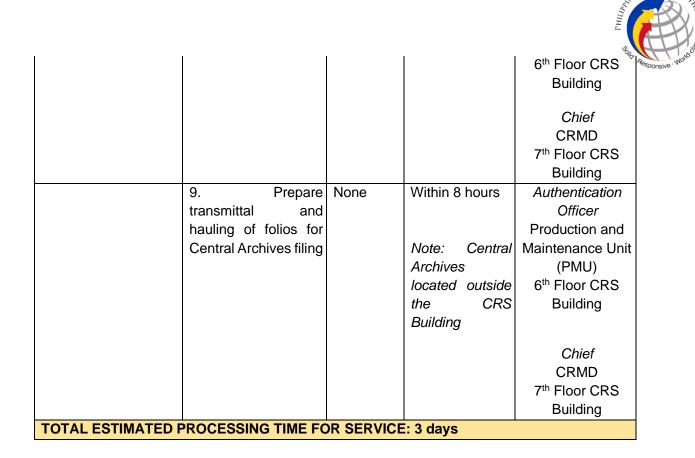
39. Processing and Scanning of Specimen Signature of LCRO and Shari'a Registrars and Authorized Personnel

Office or Division:	Civil Register Manage	Civil Register Management Division						
Classification:	Simple							
Type of Transaction:	Government-to-Government (G2G)							
Who may avail:	Local Government Uni	its (LGU)						
CHECKLIST OF		WHERE TO SECURE						
REQUIREMENTS								
Updates on the specimen signature report of the city/municipal civi registrar and authorized signatories of the LCRO Updates on the specimen signature report of the Sharia								
Circuit/District								
Registrars								
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON				
		BE PAID	TIME	RESPONSIBLE				
	1. Receipt and control of endorsed updated specimen signature from LCROs and Shari'a Registrars through couriers and LCRCU.	None	1 hour per batch of 75 documents.	Unisys Associate and Contract of Service Worker, Document Receipt and Control Unit (DRCU) 3 rd Floor CRS Building <i>Supervisor</i> Registration Officer III DRCU 3 rd Floor CRS Building <i>Chief, CRMD</i> 7 th Floor CRS Building				





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				Supervisor Registration Officer III PMU 6 th Floor CRS Building
				<i>Chief, CRMD</i> 7 th Floor CRS Building
	6. Scanning and loading of updated specimen signature in CRS database.	None	1 hour per batch of 45 documents.	Unisys Associate, Production and Maintenance Unit (PMU) 6 th Floor CRS Building Supervisor
				Registration Officer III PMU 6 th Floor CRS Building
				Chief, CRMD 7 th Floor CRS Building
	7. Sort and file the updated specimen signature reports	None	10 minutes per batch of 45 reports	Unisys Associate, Production and Maintenance Unit (PMU) 6 th Floor CRS Building
				Supervisor Registration Officer III PMU 6 th Floor CRS Building
				<i>Chief, CRMD</i> 7 th Floor CRS Building
	8. Folio and label the compilation of specimen signatures reports	None	1 hour and 30 minutes per 10 folios	Authentication Officer Production and Maintenance Unit (PMU)



STATISTICS