

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

Office or Division:	Civil Register Management Division			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	Local Government Units (LGU)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Updates on the specimen signature report of the city/municipal civil registrar and authorized signatories of the LCRO	Local Civil Registry Office (LCRO)			
Updates on the specimen signature report of the Sharia Circuit/District Registrars	Sharia Courts			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT RECEIPT AND CONTROL UNIT				
	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.	<i>Unisys Associate and Contract of Service Worker, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i> <i>Supervisor Registration Officer III DRCU 3rd Floor CRS Building</i> <i>Chief, CRMD 7th Floor CRS Building</i>

	2. Encode in RCC and print transmittal	None	1 hour per batch of 75 documents.	<i>Unisys Associate,</i> Document Receipt and Control Unit (DRCU) 3 rd Floor CRS Building
	3. Transmit the endorsed updated specimen signature to Production and Maintenance Unit (PMU) for scanning.	None	20 minutes	<i>Unisys Associate,</i> 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
PRODUCTION AND MAINTENANCE UNIT				
	4. Receipt and control of updated specimen signature.	None	1 hour per batch of 75 documents.	<i>Unisys Associate,</i> Production and Maintenance Unit (PMU) 6 th Floor CRS Building <i>Supervisor</i> Registration Officer III PMU 6 th Floor CRS Building <i>Chief, CRMD</i> 7 th Floor CRS Building
	5. Countersign each updated specimen signature.	None	1 hour per batch of 75 documents.	<i>Unisys Associate,</i> Production and Maintenance Unit (PMU) 6 th Floor CRS Building

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

				6 th Floor CRS Building Chief CRMD 7 th Floor CRS Building
	9. Prepare transmittal and hauling of folios for Central Archives filing	None	Within 8 hours <i>Note: Central Archives located outside the CRS Building</i>	<i>Authentication Officer</i> Production and Maintenance Unit (PMU) 6 th Floor CRS Building Chief CRMD 7 th Floor CRS Building
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 3 days				