

4. Processing of Electronic Endorsement Documents thru Courier

Civil registry documents endorsed by piecemeal/advance endorsement directly to the Central Office through courier are processed also through Electronic Endorsement scheme. The CRMD through the Production and Maintenance Unit (PMU) encodes the data using DVSS, scans and loads the image in the production database ready for copy issuance upon request of the general public.

Office or Division:	Civil Register Management Division			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	All clients of legal age (18 yrs. old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of endorsements from the concerned Local Civil Registry Office		Issued by the concerned Local Civil Registry Office (LCRO)		
Endorsed civil registry document birth, marriage, death or other documents (OCR Copy or certified photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Document Receipt and Control Unit and Local Civil Registrars Coordinating Unit				
1. Local Civil Registry Office endorse Civil Registry documents (Piecemeal & Endorsement) to the PSA central office through courier and LCRCU.	1. Receipt and control of endorsed Civil Registry documents (Piecemeal & Endorsement) from LCROs through couriers and LCRCU by DRCU.	None	1 hour per batch of 75 documents.	<i>Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i> <i>Supervisor 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, Document Receipt and Control Unit (DRCU)</i>

				3 rd Floor CRS Building
	3. Sign CRDs	None	1 hour per batch of 120 CRDs.	<i>Supervisor</i> Registration Officer III DRCU 3 rd Floor CRS Building
	4. Transmit the endorsed documents/ piecemeal with transmittal to Production and Maintenance Unit (PMU) for processing (refer to Page 11 of PMU Process)	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
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS				