40. Processing of Civil Registry Documents Received from Monthly Submissions from the Local Civil Registry Offices and Sharia Courts

Copies of birth, marriage, death certificates and other registrable documents are submitted monthly by the Local Civil Registry Offices (LCROs) within the 10th day of reference month to the Provincial Statistics Offices (PSOs). The PSOs processed the consolidated report of the LCROs within 6 weeks prior to submission to the Civil Register Management Division (CRMD) of the PSA.

Office or Division:	Civil Register Management Division
Classification:	Highly Technical
Type of Transaction:	Government-to-Citizens (G2C), Government to Government (G2G)
Who may avail:	All clients of legal age (18 years old and above)

CHECKLIST OF REQUIREMENTS
Submission of PSOs by month, by type of documents: 1. Birth, marriage, death (regular) 2. Shari'a documents (marriage, Conversion to Islam, and Certificate of Divorce of Muslim Filipinos 3. Court decrees, legal instruments, RA 9048, RA 10172, and supplemental reports 4. Electronic Endorsement documents (Birth, death, marriage processed at the CRS Outlets) 5. Specimen Signature submission of Local Civil Registrars and Sharia Courts

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT PROCESSING UNIT				
	1. Receipt and control of civil registry documents from designated PSA liaison officers and through couriers 2. Sorting of documents by type	None	1 hour per batch of 1,800 documents	*Receipt and Control Staff (Associate)* DPU, 3rd Floor CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	3. Machine Control batches/number of documents received	None	1 hour per batch of 1,800 documents	*Receipt and Control Staff (Associate) and Contract of Service Worker (COSW)* DPU, 3rd Floor CRS Building

				Supervisor DPU, 3rd Floor CRS Building
A. Processing of Birth, Marriage, Death Regular Documents **Note: Expected Output - Documents are in folio, ready for scanning)**				
	1. Distribution of civil registry documents for document grooming	None	15 minutes	*R & C Staff (Associate)* DPU, 3rd Floor CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	2. Document grooming and quality control	None	1 hour per batch of 400 documents	*Regular Personnel, Associates and COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	3. Manual certification pass	None	1 hour per batch of 400 documents	*Regular Personnel, Associates and COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	4. Submission of the processed documents to Machine Controller after grooming and quality control 5. Forward batch of documents for filing and labeling	None	10 minutes	*Associates* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	6. Folioing and labelling of batched civil registry documents	None	1 hour per 8 folios	*Regular and Associates* DPU 3rd Floor, CRS Building

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				Supervisor DPU, 3rd Floor CRS Building
	7. Control and record folio number and batches by type of documents, by province and city/municipality, and date of receipt		1 hour per 13 folios	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	8. Controller transmit folios to Vital Statistics Division (VSD) for data cleaning	None	30 minutes	*Associates and COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	9. VSD receive the transmitted folios	None	15 minutes	*Receipt and Control staff* VSD 8th Floor, CRS Building *Chief* VSD 8th Floor, CRS Building

Note: VSD conducts data cleaning and completeness check prior to transmittal of the folios of documents to the Data Capture Center (DCC) for scanning and loading of the documents in the CRS database.

Separate flow is provided for data conversion (DCC processes)

B. Processing of CDLI Annotated Documents

Note: Expected Output - Received documents are sorted by type and encoded in the Receipt and Control System (RCC)

Separate flow for the annotation processing and loading in the CRS database of monthly CDLI documents

	Receipt and control of annotated documents is found in Steps 1-3, page 237	None	1 hour per batch of 180 documents	*COSW* DPU 3rd Floor, CRS Building *Supervisor*

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	1. Sort documents by type of Annotation (i.e. supplemental report, RA 9048, legitimation, RA 9255) 2. Distribute documents to encoders			DPU, 3rd Floor CRS Building
	3. Encode documents in RCC 4. Print generated RCC transmittal 5. Control and transmit documents to Concerned archives/unit	None	1 hour per batch of 75 documents	*Associates, COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building

C. Processing of Shari'a Documents

Note: Expected Output - Received documents encoded in the DVSS 2011, in folio and ready for scanning

	Receipt of Sharia documents is found in Steps 1-3, page 237 1. Check transmittal vs. documents attached	None	5 minutes	*COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	2. Document grooming and quality control	None	1 hour per batch of 400 documents	*COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	3. Manual certification pass	None	1 hour per batch of 400 documents	*COSWs* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	4. Submission of the processed documents to Machine Controller after	None	10 minutes	*COSW* DPU

	grooming and quality control			3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	5. Forward batch of documents for folioing and labeling			
	6. Folioing and labelling of batched civil registry documents	None	1 hour per 8 folios	*Regular and Associates* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	7. Data entry using DVSS2011		1 hour per batch of 20 documents	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	8. Prepare transmittal of documents for scanning 9. Forward to Data Capture Center for scanning	None	30 minutes	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building

D. Processing of Electronic Endorsement Documents

Note: Expected Output – Received documents are filed in folios ready for manual retrieval, in case there is a problem

	Receipt and control of Electronic Endorsement documents is found in Steps 1-3, page 237 1. Sorting and document grooming	None	1 hour per batch of 200 documents	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	2. Encoding/Control of received documents (thru Excel files) 3. Print transmittal to Concerned Unit	None	1 hour per batch of 75 documents	*COSW* DPU 3rd Floor, CRS Building *Supervisor*

				DPU, 3rd Floor CRS Building
	4. Forward the documents to Central Archives for following	None	30 minutes	*COSW* DPU Central Archives, Caloocan City *Supervisor* DPU, 3rd Floor CRS Building

E. Processing of Application for Marriage License (AML)

Note: Expected Output - Received documents are filed in folios ready for manual retrieval

	Receipt and control of AML is found in Steps 1-3, page 237 1. Document grooming	None	1 hour per batch of 200 documents	*Administrative Aide VI* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	2. Folioing and labelling	None	1 hour per 10 folios	*Administrative Aide VI* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	3. Encoding of transmittal for archiving (thru Excel files) 4. Print transmittal of documents to be transferred to Central Archives	None	1 hour per 20 folios	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building
	5. Forward the documents to the Central Archives	None	Within 8 hours	*COSW* DPU 3rd Floor, CRS Building *Supervisor* DPU, 3rd Floor CRS Building

Note: Hauling of documents in folios is done weekly