

8. Processing of Requests for Copy Issuance of Civil Registry Documents and Certificate of No Marriage/Advisory on Marriages received thru an Authorized Online Service Provider/Private Partner Agency (www.psaserbilis.com.ph) at PSA Serbilis Outlet

PSA Serbilis is an alternative channel for the acceptance of requests for the copy issuance of birth, death and marriage records and CENOMAR/Advisory on Marriages by visiting the website: www.psaserbilis.com.ph.

PSA entered into a Memorandum of Agreement with a private partner agency to enable its client to avail of its civil registry frontline services at the comfort of their homes or offices.

Office or Division:	Civil Registration Services Division (CRSD)	
Classification:	Simple	
Type of Transaction:	Government-to-Business (G2B)	
Who may avail:	Unisys Managed Services Corporation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Confirmation/Validation of Payment	Unisys Managed Services Corporation	
Batch Files of requests received from its clients	www.psaserbilis.com.ph	
Transmittal Report for copy issuance of civil registry documents and request for CENOMAR	www.psaserbilis.com.ph	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the PSA Serbilis Outlet about the completion of payment validation.	1.1 Accept the confirmation call for the payment validation.	<u>Total Fee:</u> (For Copy issuance of Birth, Death, Marriage Certificates) ³ Php 155.00 per copy <u>Breakdown:</u>	15 minutes	<i>Collecting Officer,</i> PSA Serbilis Outlet <i>Team Leader,</i> PSA Serbilis Outlet <i>Outlet Supervisor,</i>

³ Unisys Management Services Corp. thru its accredited banks/payment center, charges a total amount of Php330.00 from its clients per copy of Birth, Marriage, Death document requested from PSA to include payment for its Service Fee and door-to-door delivery (Php175.00)

		<p><i>Processing Fee:</i> -Php 125.00</p> <p><i>Documentary Stamp Tax:</i> -Php 30.00</p> <p><u>Total Fee:</u> (For CENOMAR/Advisory on Marriages)⁴</p> <p>Php 210.00 per copy</p> <p><i>Breakdown:</i></p> <p><i>Processing Fee:</i> -Php 180.00</p> <p><i>Documentary Stamp Tax:</i> -Php 30.00</p>		<p>PSA Serbilis Outlet</p> <p>or</p> <p>Chief CRSD</p>
2. Submit Batch Files electronically to PSA Serbilis Outlet.	<p>2.1 Retrieve Batch Files electronically and print the transmittal report of paid online transactions.</p> <p>2.2 Generate Official Receipts (ORs) per Batch Files.</p> <p>2.3 Distribute to the Request Service Officers (RSOs) the transmittal for verification in</p>	None	2 hours	<p>Collecting Officer, PSA Serbilis Outlet</p> <p>Team Leader, PSA Serbilis Outlet</p> <p>Outlet Supervisor, PSA Serbilis Outlet</p> <p>or</p> <p>Chief, CRSD</p>

⁴ Unisys Management Services Corp. thru its accredited banks/payment center, charges a total amount of Php430.00 from its clients per copy of CEMAR/CENOMAR requested from PSA to include payment for its Service Fee and door-to-door delivery (Php220.00).

	<p>3.2 Print the results of the verification of the requests in CRS Security Paper (SECPA).</p> <p>3.3 Control the printed documents in SECPA using the QMS Releasing Manager application.</p> <p>3.4 Match and sort the printed documents in SECPA with the corresponding OR and transmittal report.</p> <p>3.5 Prepare the documents ready for release for pick up by the authorized representative/ liaison officer of Unisys Managed Services Corp.</p>			<p><i>Sorter/Matcher,</i> PSA Serbilis Outlet</p> <p><i>Team Leader,</i> PSA Serbilis Outlet</p> <p><i>Outlet Supervisor,</i> PSA Serbilis Outlet</p> <p><i>or</i> <i>Chief,</i> CRSD</p>
4.1 Authorized representative/ liaison officer of Unisys Managed Services Corp. to claim the documents at the CRS Bldg.	<p>4.1 Release the document in SECPA.</p> <p>4.2 Remind the authorized representative/ liaison officer of Unisys Management</p>	None	1 hour and 45 minutes	<p><i>Team Leader,</i> PSA Serbilis Outlet</p> <p><i>Outlet Supervisor,</i> PSA Serbilis Outlet</p> <p><i>or</i> <i>Chief,</i></p>

4.2 Check and acknowledge the receipt of the documents.	Services Corp. to check and to acknowledge receipt of the documents in SECPA.			CRSD
TOTAL PROCESSING TIME:- EIGHT (8) HOURS				