



19. Request for endorsement of affirmed petition under RA 9048/10172 to Philippine Statistics Authority for SECPA

This service is to endorse the affirmed petition to Philippine Statistics Authority archives, Quezon City to request for the annotation of the corrected civil registry document issued by the Philippine Statistics Authority.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All party concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified copy of affirmed petition - (3) photocopies		Office of the Municipal Civil Registrar		
Certified copy of CRG's decision - (3) photocopies		Office of the Municipal Civil Registrar		
Certificate of Finality - (3) original copies		Office of the Municipal Civil Registrar		
Annotated civil registry documents - (3) original copies		Office of the Municipal Civil Registrar		
Unannotated civil registry documents - (1) original copy		Office of the Municipal Civil Registrar		
Postal Money Order (PMO) - (1) original copy		Philippine Postal Corporation (PPC)		
Mailing envelope - (1) original copy		JRS Airmail		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area.	1. Receive, verify and review all required documents	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar



2. Prepare the copy issued to OCRG and endorsement	2.1. Issue the annotated and unannotated copy of civil registry documents	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	2.2. Prepare and encode the endorsement letter	None	5 Minutes	
3. Receive transmittal and mailing receipt	3. Endorse the civil registry documents to PSA, Quezon City thru JRS Airmail	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
TOTAL:		None	30 Minutes	

Request for endorsement of affirmed petition to PSA is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753