



## 20. Request for the endorsement of court order/decree to Philippine Statistics Authority (PSA)

This request is to indorse the court order to Philippine Statistics Authority, Quezon City to request for the annotation of the corrected civil registry document issued by the Philippine Statistics Authority.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	All party concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Court Order (RTC) - (2) certified copies		Client		
Certificate of Finality (RTC) - (2) certified copies		Client		
Certificate of Authenticity (RTC) - (2) certified copies		Client		
Certificate of Registration (LCRO)- (2) certified copies		Client		
Certificate of Authenticity (LCRO) - (2) certified copies		Client		
Annotated civil registry documents (LCRO) - (2) original copies		Office of the Municipal Civil Registrar		
Unannotated civil registry documents (LCRO) - (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		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Submit all the requirements to the receiving area	1. Receive, verify and review all required documents	None	5 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	1.1 Issue the order of payment for the issuance of Postal Money Order	None	5 Minutes	
2. Prepare the copy for 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. Received 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
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	

*Request for the endorsement of court order/decree to PSA is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753*