



## 22. Request for endorsement of supplemental report to Philippine Statistics Authority

This request is to endorse the civil registry documents with supplemental report of the omitted entry/ies forwarded to the office of the Civil Registrar General (OCRG) to have it available at PSA database.

<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>	Parent/Guardian or the party concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
LCRO and PSA copy of civil registry documents - (2) photocopy		Office of the Municipal Civil Registrar		
Certified True Copy of civil registry documents - (2) Original copy		Office of the Municipal Civil Registrar		
Affidavit of supplemental report - (2) Original Copies		Client		
At least two (2) evidence showing the omitted entry/ies re:				
Baptismal Certificate - (2) photocopies		Client		
School Records Form No. 137 - (2) photocopies		Client		
Voters Certification, etc - (2) photocopies		Client		
Postal Money Order (PMO) - (1) original copy		Philippine Postal Corporation (PPC)		
Mailing envelope w/ prepaid - (1) original copy		JRS		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Submit the civil registry documents at the receiving area	1. Receive, verify and review the civil registry documents	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
2. Prepare the copy for OCRG and endorsement	2.1. Issue a copy of certified transcription and copy of supplemental report indicated the omitted entry	None	10 Minutes	<i>Sr. Administrative Assistant II</i> 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 Philippine Statistics Authority Quezon City thru JRS Airmail	None	10 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	

*Request for endorsement of supplemental report to PSA is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753*