23. Batch Request Query System (BREQS) LGU System

A system to be use by the LGU which provide for an offline method of encoding request for civil registry documents and submission thereof to an online Serbilis Outlet of the PSA.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All Party Concerned			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Fill up verification form – (1)		Client		
Valid ID (photocopy) - (1)		Client		
Authorization Letter (if not the owner) – (1)		Client		
Official Receipt		Municipal Treasurers Office (Windows 1-7)		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submit all requirements.	1. Receive, verify and check the duly filled up verification form and all requirements attached	None	5 Minutes	*Administrative Aide II* Office of theMunicipal Civil Registrar
	1.2. Issue the order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-7)	2. Issuance of Official Receipt	P 100.00/LGU PSA payment please refer table of fees below		*Revenue Collection Clerk II*Office of the Municipal Treasurer

3. Claim the PSA documents at the Office of the Municipal Civil Registrar	3. Releasing of PSA documents	None	14 days	*Administrative Assistant I/*Office of the Municipal Civil Registrar
	TOTAL:	PHP 255.00	14 days, 10 Minutes	

Table of Fees

VERIFICATION REQUEST TO PSA SERBILIS OUTLET

BIRTH	P 155.00
MARRIAGE	P 155.00
DEATH	P 155.00
CENOMAR	P 215.00