



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON



VISION: *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*
MISSION: *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

CITIZEN'S CHARTER

MUNICIPAL CIVIL REGISTRY OFFICE (MCRO)

REQUEST FOR COPY OF BIRTH, DEATH, MARRIAGE RECORD

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Express request	Ask client for particulars	3 min	Written authorization if requesting party is not the owner of the birth record of his/her parent, brother, sister, grandparent, grandson, granddaughter or wife/husband	None	A. Ladeza D. Bunac M.A. Buling M.L. Aranas	MCRO
2	Wait	Verify record, retrieve document	5 min	Registry		M.A. Buling	MCRO
3	Sign logbook	Tell client to pay fee	30 sec	Logbook	P50-	Divina D. Bunac	MCRO
4	Pay fee at MTO	Prepare document and verify correctness of entries	10 min	Office supplies	Domestic use, foreign use, for PRC, with documentary stamp;	MTO Staff	MTO
5	Present OR	Receive OR	30 sec	OR	None	Aristona C. Ladeza Divina D. Bunac	MCRO
6	Wait	Sign document	30 sec		None	Aristona C. Ladeza Divina Bunac	MCRO
7	Accept document	Release document	30 sec			MCR Staff	MCRO

20 min

TIMELY REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB)

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Submit accomplished COLB (Client; hospital messenger)	Received COLB	5 min	Accomplished COLB	None	A. Ladeza M. L. Aranas	MCRO
2		Review COLB for sequencing	3 min	Accomplished COLB	None	M. L. Aranas	MCRO
3		Assign Registry Number to COLB and enter particulars in the Civil Register of Births	12 min	Civil Register of Birth, property accomplished COLB	None	M. L. Aranas A. Ladeza	MCRO
4		Sign the COLB for release	1 min	Duly registered COLB	None	A. Ladeza D. Bunac	MCRO
5	Get duly registered COLB sign logbook (Client: mother/parent of child)	Release COLB with Form 1A	2 min	Duly registered COLB, logbook	P50	MCR Staff	MCRO

23 min

APPLICATION OF MARRIAGE LICENSE BY BOTH FILIPINO CITIZENS

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Both male and female parties personally apply for license	Check documents and supporting papers for sufficiency and completeness	15 min	1. Original birth certification, baptismal certificate 2. The parties shall be at least 18 years old or over 3. If the parties are previously married, the death certification of the spouse shall be presented. 4. Judicial decree of annulment or declaration of nullity of his or her previous marriage 5. For parties age 18-20, written consent of the father 6. For parties ages 21-24, written advice of father and mother 7. Pre marriage counseling seminar 8. CENOMAR of both parties 9. Notice 10. Application for marriage license, Mun. Form No 90 (Form no 2) 11. Necessary affidavits of support 12. Other necessary documents 13. O.R. 14. I.D.	P 150 per person for residents of Loon P 500 per person for non-residents of Loon P200 – Marriage counseling P200 - Marriage license fee (L G U Ordinance) P100 –Advice for intended marriage P100 – Consent for intended marriage	Divina Bunac M.A. Buling	MCRO
2	Fill out draft application form	Provide draft application form for marriage license, instruct clients to pays at MTO	30 min			Aristona C. Ladeza Divina D. Bunac	MCRO
3	Pay fees at MTO	Prepare application for marriage license	30 min			MTO Staff	MTO
4	Present OR	Receive OR, instruct parties to sign application form	5 min			M.A. Buling	MCRO
5	Wait for LCR's advice	Keep and register the application for marriage license, instruct applicants to claim license a day after the reglamentary period	3 min			Divina Bunac	MCRO

83 min

APPLICATION OF MARRIAGE LICENSE BY A FILIPINO AND A FOREIGNER

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Both male and female parties personally apply for license	Check documents and supporting papers for sufficiency and completeness	15 min	<ol style="list-style-type: none"> 1. Original birth certificate, baptism certificate 2. The parties shall be at least 18 years old or over 3. If the parties are previously married, the death certification of the spouse shall be presented. 4. Judicial decree of annulment or declaration of nullity of his or her previous marriage 5. For parties ages 18-20, written consent of the father 6. For parties ages 21-24, written advice of father and mother 7. Pre-marriage counseling seminar 8. CENOMAR of both parties 9. Legal capacity of the foreigner to contract marriage issued by his/her Embassy/Consulate in the Philippines with English translation if language is other than English 10. Divorce papers if any 11. Passport of the foreigner 12. Notice 13. Application for marriage license, Mun. Form No. 90 (Form no. 2) 14. Necessary affidavits of support 15. Other necessary documents 16. OR 17. I.D. 	P150 per person for residents of Loon P1,000 – Foreigner P200 – Marriage counseling P200 – Marriage license fee (L G U Ordinance) P 100 – Advice for intended marriage P100 – Consent for intended marriage	A. Ladeza D. Bunac M. A. Buling	MCRO
2	Fill out draft application form	Provide draft application form for marriage license, instruct clients to pays at MTO	30 min			A. Ladeza D. Bunac	MCRO
3	Pay fees at MTO	Prepare application for marriage license	30 min			MTO Staff	MTO
4	Present OR	Receive OR, instruct parties to sign application form	5 min			MCR Staff	MCRO
5	Wait for LCR's advice	Keep and register the application for marriage license, instruct applications to claim license a day after the reglamentary period	3 min			M CR Staff	MCRO

83 min

PROCESSING OF AUTHORITY TO USE SURNAME OF THE SURNAME OF THE FATHER (R.A. 9255)

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Request of acknowledgement to use surname of father (Client: Biological father of the child)	Request client to present documents; examine documents for their validity; refer documents to LCR	15 min	1. Authentic Certificate of Live Birth of Illegitimate Child 2. Affidavit of Acknowledgment executed by the father, duly notarized 3. Prescribed and duly notarized AUSF 4. Valid CTC 5. OR	None	Aristona C. Ladeza Maria Liezl R. Aranas	MCRO
2	Wait	Further examine the documents, prepare draft of prescribe AUSF and give it to client to be notarized	20 min		None	Aristona C. Ladeza	MCRO
3	Have the AUSF notarized	Wait	Depends on clients		None		
4	Present duly notarized AUSF and other documents	Received notarized AUSF and other documents, instruct client to pay fee at MTO	15 min		None	Maria Liezl R. Aranas Aristona C. Ladeza	MCRO
5	Pay fee at MTO	Wait	10 min		P300	MTO Staff	MTO
6	Present OR	Attach OR to AUSF and advise client to claim document in 3-4 days	5 min		None	MCR Staff	

65 min at LGU

LEGITIMIZATION OF CHILD BY SUBSEQUENT MARRIAGE OF PARENTS

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Express request (Client: Father of Child)	Instruct client to present required documents; examine documents for their sufficiency and authenticity	15 min	1. Authentic Certificate of Live Birth of child to be legitimated 2. Admission of Paternity executed by father 3. Certificated of No Marriage of the father and the mother from PSA 4. Certificate of Marriage of father and mother 5. Duly notarized Affidavit of legitimation executed by the father an mother stating that the spouses had no legal impediment to marry each other during the conception of the child 6. OR	P 500 – Legitimation by other means	Maria Liezl R. Aranas Divina Bunac	MCRO
2	Listen	Instruct client to pay fee at MTO				P 1,000 – Legitimation by decree of the court	MCR Staff
3	Pay fee at MTO	Wait	15 min		MTO Staff		MTO
4	Present OR	Advice client to claim document in 3-4 days for endorsement to PSA	5 min		MCR Staff	MCRO	

35 min

PROCESSING OF BIRTH, DEATH AND MARRIAGE RECORD FOR CORRECTION OF CLERICAL ERROR (R.A. 9048) (R.A. 10172)

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Express request	Ask particulars of client's petition; require him/her to present supporting documents	20 min	1. Authentic Certificate of Birth, Death or Marriage to be corrected (from PSA) 2. At least two authentic birth records correctly and currently used by document owner/ petitioner such as baptismal certificate, voter's registration record, scholastic record, etc. 3. At least two authentic death records from church, hospital, other authentic public or private record 4. At least two authentic marriage records from church, court, municipal mayor and other authentic documents that establish the purpose of the petitioner/ document owner 5. Valid CTC 6. Duly accomplished, prescribed and notarized petition for CCE 7. OR	P 1,000 – filling fee (R.A. 9048)	Aristona C. Ladeza Maria Liezl R. Aranas	MCRO
2	Present valid supporting documents	Prepare petition, review content and correctness, give to client to be notarized	30 min		P 3,000 - filling fee (R.A. 10172)	Aristona C. Ladeza Maria Arlita Buling M. L. Aranas	MCRO
3	Have the petition notarized	Wait	Depends on client		Corresponding fee for other documents and certifications		MCRO
4	Present duly notarized petition	Receive petition and other documents; instruct client to pay fees	15 min			Aristona C. Ladeza M.L. Aranas	MCRO
5	Pay fees at MTO	Wait				MTO Staff	MTO
6	Present OR leave petition for posting and decision for 15 working days	Receive petition, advise client to arrange for mailing of petition to PSA after 15 working days	5 min		P 295 - courier service (L B C)	Maria Liezl R. Aranas	MCRO
7	Wait for LCR's advice	Ask for mailing expense of petition with LBC (O R to be presented to him later)	5 min			Maria Liezl R. Aranas	MCRO

75 min at LGU

PROCESSING OF CHANGES OF FIRST NAME OF PERSON (R.A. 9048)

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MCRO					
1	Petitioner / person who seeks correction (if of age), mother, father, brother, sister, son, daughter request change of First Name of Person	Ask particulars of the name to be changed and their supporting documents	20 min	<ol style="list-style-type: none"> 1. Authentic Certificate of Live Birth to be corrected from PSA 2. At least two authentic public and/or private records establishing the name currently used by document owner/ petitioner such as baptismal certificate, voter's registration record, scholastic records, etc. 3. Valid CTC 4. Duly accomplished prescribed and notarized petition of CFN 5. Certificate of Employment, if employed, issued by the employer stating that the applicant has no pending criminal, civic, and/or administrative charge 6. Affidavit of Non-Employment by the applicant if not employed 7. Valid NBI Clearance 8. Police Clearance 9. Publication in a newspaper of general publication 10. Newspaper clippings or proof of publication 11. Valid CTC 12. OR 	P 3,000 – filing fee Corresponding fees for other documents and certifications P 295 - courier service (L B C)	Aristona C. Ladeza Maria Liezl R. Aranas	MCRO
2	Present Valid supporting documents	Prepare petition, review content and correctness, give to client to be notarized	30 min			A. Ladeza M.L. Aranas M.A. Buling	MCRO
3	Present duly notarized petition	Received petition and documents, tell client to pay fees	15 min			A. Ladeza M.L. Aranas	MCRO
4	Present OR and leave petition for posting and decision for 2 consecutive weeks (15 days publication in a newspaper)	Advise client to arrange for mailing of petition after posting, publication and decision to PSA	5 min			Maria Liezl R. Aranas	MCRO
5	Arrange for mailing of petition to PSA	Ask from client mailing expense of petition (L B C)	5 min			Maria Liezl R. Aranas	MCRO

55 min

For complaints, comments and suggestions please contact:

✉ Loon, Bohol 6327 Philippines e✉ lguloon@yahoo.com ☎ (038) 505-9131 📞 (038) 505-7058 (connecting all departments)

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