

### On time Registration of Birth

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Children born in hospital or clinic and whose birth was reported within 30 days from the time of birth

*What are the requirements?*

- Information sheet to be filled-up by the person reporting the event
- Duly accomplished Certificate of Live Birth (COLB) from the hospital or clinic signed by the birth attendant and informant
- Certificate of Admission of paternity of unmarried parents

*Total Processing Time:*

- 20 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	File application or request  Secure Information Sheet  Submit duly accomplished Information Sheet to MCR	Interview the client and determine the status of the child  Prepare the Certificate of Live Birth (COLB) and assign Registry Number  Advise the client to proceed to MTO	5 minutes  10 minutes		Flordeliza Sungduan,
2	Proceed to MTO and pay the required fees	Review the prepared COLB	3 minutes	P250.00	Revenue collection clerk Sevilla Ungriano
3	Return to MCR and present the original Official Receipt issued by MTO  Claim the registered COLB	Assign document Registry Number  Issue original copy of COLB	2 minutes		Flordeliza Sungduan  Sevilla Ungriano