

OFFICE OF THE CITY CIVIL REGISTRAR

G/F, New City Hall, Apokon, Tagum City
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475



ON-TIME REGISTRATION OF BIRTH-BORN AT HOME

(Born at home in Tagum City and register
within 30-day reglamentary period)

SCHEDULE OF AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM
NO NOON BREAK

WHAT ARE THE REQUIREMENTS?

1. Duly accomplished Information Sheet

Case to case basis:

2. Immunization Card, if available
3. Marriage Certificate of the Parents
(First-born legitimate child) or Certificate of
Live Birth of sibling/s
4. Valid Identification Card or Residence Certificate
of the acknowledging father (For illegitimate child)

*Note: The Birth Attendant, Informant, and the
Acknowledging Father shall personally appear in
the office.*

DURATION: 60 minutes (excluding waiting time)

NO

FIXERS ALLOWED
TIPPING
SMOKING
GUNS ALLOWED

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In- Charge	Fee	Form
1	Get a Priority Number	Give a Priority Number and advise the client to fill it up Information Sheet	5 minutes	Officer of the Day	No Fees Required	Priority Number
	Fill-up Information Sheet					COLB Information Sheet
2	When the priority number is called, go to Table 4 and present the Information Sheet and requirements to the Front Desk Officer.	Check and receive Information Sheet and requirement Advise the client to pay at the City Treasurer's Office- License Division	5 minutes	Front Desk Officer	No Fees Required	Information Sheet Bill
3	Proceed to the City Treasurer's Office- License Division and pay the corresponding fee	Receive payment and issue Official Receipt	10 minutes	CTO- Revenue Collection	Assessed Fees	Official Receipt
		Advise the client to go back to City Civil Registrar's Office- Registration Division				
4	Present the Official Receipt to the Front Desk Officer	Receive the Official Receipt	5 minutes	Front Desk Officer @Table 4	No Fees Required	Official Receipt
		Prepare the Certificate of Live Birth (COLB)	15 minutes	Data Encoder	No Fees Required	COLB
		Assist the Birth Attendant, Informant and, if applicable, the Acknowledging Father in signing at the Certificate of Live Birth (COLB)	10 minutes	Front Desk Officer @Table 4	No Fees Required	COLB
		Review Certificate of Live Birth (COLB)	5 minutes	Division/Se ction Head	No Fees Required	COLB
		Register Certificate of Live Birth (COLB)	5 minutes	City Civil Registrar	No Fees Required	COLB
		Claim the registered Certificate of Live Birth (COLB) at Table 2	Release the registered Certificate of Live Birth (COLB)	5 minutes	Releasing Officer	No Fees Required
END OF TRANSACTION						

NOTE: Please check you documents before leaving the office.

(Palihug usisaa ang giparehistro nga dokumento kung husto ang mga spelling ug information.)