

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 in hospital/lying in/maternity clinic in
Tagum City and register within the
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. Certificate of Live Birth prepared by the hospital/lying-in/maternity clinic and duly signed by the attending physician and informant.
2. Attachment Municipal Form 102 (for Islam and Indigenous People [IPs])

DURATION: 40 minutes (excluding waiting time)

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
1	Get priority number	Give priority number and advise the client to wait to be called	5 minutes	Officer of the Day	No Fees Required	Priority Number
2	Present the Certificate of Live Birth (COLB) at Table 1	Check the Certificate of Live Birth (COLB) presented for registration	5 minutes	Front Desk Officer	No Fees Required	COLB Billing
		Advise the client to pay at the City Treasurer's Office-License Division				
		If applicable, facilitate the signing of the acknowledging father at the back of the COLB	5 minutes	Officer of the Day	No Fees Required	None
		Review the Certificate of Live Birth (COLB)	5 minutes	Division Head/Section Head	No Fees Required	None
		Register Certificate of Live Birth (COLB)	5 minutes	City Civil Registrar	No Fees Required	COLB
3	Proceed to the City Treasurer's Office-License Division and pay the corresponding fees	Receive payment and issue Official Receipt Advise the client to go back to City Civil Registrar's Office-Registration Division	10 minutes	CTO- Revenue Collection Officer	Php 240.00	Official Receipt
4	Wait for document to be released at Table 2.	Release the registered Certificate of Live Birth (COLB)	5 minutes	Releasing Officer	No Fees Required	Certificate of Live Birth
END OF TRANSACTION						

NO FIXERS ALLOWED
TIPPING
SMOKING
GUNS ALLOWED