

10. Supplemental Report

To supply entry or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death and Certificate Fetal Death which are inadvertently omitted when the document was registered.

Office or Division:	Office of Local Civil Registry			
Classification:	Highly Technical			
Type of Transaction:	Government To Community			
Who may avail:	All residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any three (3) of the following documents, 3 photocopies/document				
Certificate of Live Birth (PSA copy)		Philippine Statistic Authority, Cagayan de Oro City		
Affidavit for Supplemental Report		Church where baptized/dedicated		
Certified Copy of the document with the omitted entry/entries		Local Civil Registrar		
Supplemental Report		Local Civil Registrar		
Certified Copy of the Certificate of Marriage of the parents of the document owner, if document affected is a Certificate of Live Birth		Philippine Statistic Authority/Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Applicants show documents	1.1 Examines and evaluates the presented document.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar

2. Client complies the required supporting documents	2.2 Require submission of supporting documents.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.3 Examines if the documents are authentic, complete and duly certified	None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
3. Client pays filing fee at the Treasurer's Office	3.1 Issue Order of Payment.	Endorsement - 200.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.2 Prepare the petition and asks the petitioner to sign the petition.	None	15 minutes	<i>Data Controller III</i> Office of the Local Civil Registrar <i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.3 Review and approves the petition.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.4 Inform petitioner for the period of Publication and Posting.	None	CCE- 10 days CFN/Gender - 2 weeks Paused-clock	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar

	3.5 Transmittal of petition to PSA upon instruction of the MCR.	None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	3.6 Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	TOTAL	200.00/ transaction	80 minutes 10 days/2 weeks.	