

V. SERVICE MATRIX

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE	PERSON IN CHARGE
Copy issuance of Birth, Marriage and Death Certificate	NOT A MINOR	<ul style="list-style-type: none"> Valid ID of the claimant Valid ID of the claimant Authorization letter from the document owner Valid ID of the document owner in case of the persons death, the nearest of kin 	<ol style="list-style-type: none"> Get the prescribed application form from the blue rack. Fill out the application form. After filling out the application, proceed to the screening area and ask for queuing number. Wait until the number is displayed on the number screen. Proceed to the payment to pay the authorized fee. Wait for the announcement for release of the requested document. Claim the requested document at the releasing window. 	<p>30 minutes to 1 hour after payment, if the record is available in the CRS database.</p> <p>1-2 months if the record falls under manual verification (CRQS/UNCON)</p> <ul style="list-style-type: none"> time element may vary due to technical problem that may occur 	155	<p>CRS Unit Payment:</p> <ol style="list-style-type: none"> Chua, Ma. Christina Joy Moratillo, Maricris Tagacay, Kristal Jane Pacnis, Joie <p>Processing:</p> <ol style="list-style-type: none"> Andal, Emily Niecely Baguiwan, Deo Walter Butacan, Angelo Tamayao, Jerome Polingday, Jonalyn Kate Cannu, Kimberly Pagausan, Jared Kenneth Acorda, Noela Marie <p>Releasing:</p> <ol style="list-style-type: none"> Serafica, Jessica Foz, Christiane Joline Rosario, Angel Alliza
	MINOR	<ul style="list-style-type: none"> Valid ID of the claimant Valid ID of the claimant Valid ID of the parent / guardian of the owner Authorization letter from the parent or guardian of the owner. if he/she is the guardian, provide an affidavit of guardianship duly notarized 				

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE	PERSON IN CHARGE
Copy issuance of Certificate of No Marriage (CENOMAR) and Advisory on Marriages (CEMAR)	<p>NOT A MINOR</p> <ul style="list-style-type: none"> • The Document Owner • Not the Document Owner/Proxy 	<ul style="list-style-type: none"> • Valid ID of the claimant • Valid ID of the claimant • Authorization letter from the document owner • Valid ID of the document owner * in case of the person's death, the nearest of kin 	<ol style="list-style-type: none"> 1. Get the prescribed application form from the blue rack. 2. Fill out the application form. 3. After filling out the application, proceed to the screening area and ask for queuing number. 	<ul style="list-style-type: none"> • Within the day • 1-2 months if the record falls under manual verification (CRQS/UNCON) 	210	<ol style="list-style-type: none"> 1. Tamayao , Jerome 2. Baguiwan, Deo Walter 3. Tubban, Anthony
	<p>MINOR</p> <ul style="list-style-type: none"> • The Document Owner • Parent/Guardian of the owner • Not the Document Owner/Proxy 	<ul style="list-style-type: none"> • Valid ID of the claimant • Valid ID of the claimant • Valid ID from the parent/ guardian of the owner • Authorization letter from the parent or guardian of the owner * if he/she is the guardian, provide an affidavit of guardianship duly notarized 	<ol style="list-style-type: none"> 4. Wait until the number is displayed on the number screen. 5. Proceed to the payment to pay the authorized fee. 6. Wait for the announcement for release of the requested document. 7. Claim the requested document at the releasing window. 	<ul style="list-style-type: none"> * time element may vary due to technical problem that may occur 		