



**PHILIPPINE STATISTICS AUTHORITY**  
**Quirino Provincial Office**  
**San Marcos, Cabarroguis, Quirino**

## **CITIZEN'S CHARTER**

<b>Services</b>	<b>Employee Responsible for each step</b>	<b>Time Needed to complete the procedure</b>	<b>Amount of fees to be paid</b>	<b>Required documents</b>
<p>1. Issuance of Certificate of Registration of the Authority to Solemnize Marriage (CRASM)</p>	<p>ROII Marison S. Lomboy            Alternate: SA Liz T. Duque</p>	<p>33 minutes</p>	<p>Php500.00</p>	<ol style="list-style-type: none"> <li>1. Application from (OCGR-SO Form No.1) in duplicate copies, subscribed and sworn to before person authorized to administer oath with affixed documentary stamp;</li> <li>2. Three copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. Pictures should not be computer generated to preserve its quality. In this case the person is using glasses; it should be removed to have a clear image of the person. <b>The back of the ID picture should contain the name and signature of the applicant;</b></li> <li>3. Proper <b>endorsement designation / recommendation</b> from the head of religion or religious sect to mention: the full time, nationality, complete address, location of the church, temple or mosque where the applicant regularly perform rites and indicate the extent of his <b>territorial jurisdiction;</b></li> <li>4. <b>New Appointment</b>, original copy</li> <li>5. Ordination</li> <li>6. Certified true copy of certificate of live birth; (RENEWAL); <b>New Applicant -original Birth Certificate</b>, license which expire <b>on or before 2016</b> consider new applicant.</li> <li>7. Payment of registration fee P500.00;</li> <li>8. Certificate of registration, articles of incorporations and by laws, and updated general information sheet (G.I.S) certified by the head of the religion or religious sect.</li> <li>9. Xerox of previous license, (RENEWAL)</li> <li>10. Certification from Mayor's Office.</li> <li>11. List of at least 200 members for new applicant and license expire on or before 2016 <b>with signature and address of members</b></li> </ol>

<p>2. Library Services Walk-In researcher Borrowing/returning books and publications Researching</p>	<p><b>Household- based/Establishment-based Surveys:</b> SA Liz T. Duque AOI Alexander G. Austria SSS Karen T. Fernandez CSS Cherry Grace D. Agustin</p> <p><b>Agricultural Statistics Surveys:</b> SSII Joel P. Basco ROII Marison S. Lomboy</p>	<p>10-30 minutes</p>	<p>None</p>	<p>Request Letter from the client</p>
<p>3. Advice on Civil Registration Matters</p>	<p>ROII Marison S. Lomboy SA Liz T. Duque CSS Cherry Grace D. Agustin</p>	<p>5 minutes</p>	<p>None</p>	<p>None</p>
<p>4. Electronic Endorsement of Civil Registry documents</p>	<p>ROII Marison S. Lomboy SA Liz T. Duque</p>	<p>15 minutes</p>	<p>None</p>	<p>Copy of the document to be endorsed</p>
<p>5. Sale of Civil Registry Documents</p>	<p>SSS Karen T. Fernandez ROII Marison S. Lomboy AOI Lace Christelle D. Ladia</p>	<p>5 minutes</p>	<p>PhP 305 Certificate of Live Birth PhP 305 Certificate of Marriage PhP 305 Certificate of Death PhP 270 Certificate of Fetal Death PhP 245 Certificate of Foundling PhP 245 Application of Marriage License PhP 99 Birth Attachment for Muslim PhP 99 Marriage Attachment for Muslim PhP 99 Death Attachment for Muslim</p>	

**Note:**

*Application forms are not for sale*

*All queries/referrals will be handled by the CARE OFFICER at the Information Area*

*All fees paid will be issued Official Receipt*

*All transactions will be done inside the office else it is case or sign of fixing activity to the CHIEF STATISTICAL SPECIALIST*

## ISSUANCE OF THE CERTIFICATE OF REGISTRATION AND AUTHORITY TO SOLEMNIZE MARRIAGE(CRASM)

How to avail of the service:

Step	Applicant/Client	PSA-Quirino Service Provider	Duration of Activity	Person In-Charge	Fees	Form
1	The Solemnizing Officer(SO) goes to PSA-Quirino Provincial Office for the application for CRASM	Receive and screen the request/application for CRASM; checks completeness of supporting documents	15 minutes	ROII Marison S. Lomboy / SA Liz T. Duque		SO Form 1
2	Pays to the Cashier/Collecting Officer	Receives payment and Issues OR	5 minutes	AOI Lace Christelle D. Ladia	Php500.00	
3.		Evaluates the application form and supporting documents and advises the SO for the date of release of the CRASM	5 minutes	ROII Marison S. Lomboy / SA Liz T. Duque		
4.		Endorses to the Regional Office for processing	5 minutes	ROII Marison S. Lomboy / SA Liz T. Duque		
5.		In case the Chief Statistical Specialist recommends for a field visit/person interview, the CSS may conduct the field visit/personal interview or assign any provincial staff	1 day	CSS Cherry Grace D. Agustin		
6.		If approved, the RD signs the CRASM and forwards the same to the PO for release	3 minutes	Field Office / RD		
7.	Return to the PO to Claim CRASM	Releases CRASM to the SO		ROII Marison S. Lomboy / SA Liz T. Duque		
End of transaction						

## ADVICE ON CIVIL REGISTRATION MATTERS

How to avail of the service:

Step	Applicant/Client	PSA-Quirino Service Provider	Duration of Activity	Person In-Charge	Fees	Form
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1.	The client state/explain his/her problem on his/her civil registry documents or any other civil registration concerns	Advice the client on what he/she will do and where to file in case of discrepancy on the data of his/her document	15 minutes	ROII Marison S. Lomboy SA Liz T. Duque CSS Cherry Grace D. Agustin	None	None
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## LIBRARY SERVICES

How to avail of the service:

Step	Applicant/Client	PSA-Quirino Service Provider	Duration of Activity	Person In-Charge	Fees	Form
1.	The client will give a request letter stating the data/information he/she wants to research	Refer to the Library and provide necessary reference	10-30 minutes Note: depends on the extend or number of data requested	SSS Karen T. Fernandez / SSII Joel P. Basco / ROII Marison S. Lomboy / SA Liz T. Duque / AOI Alexander G. Austria	None	None

## REQUEST FOR ELECTRONIC ENDORSEMENT

How to avail of the service:

Step	Applicant/Client	PSA-Quirino Service Provider	Duration of Activity	Person In-Charge	Fees	Form
1	The client will provide a copy of the document to be endorsed for reference	Look for the original copy of the document from the file	5 minutes	ROII Marison S. Lomboy SA Liz T. Duque	None	None
2	The client will photocopy the original copy of the document in triplicate copies					
3.		Preparation of transmittal for electronic endorsement	5 minutes	ROII Marison S. Lomboy		
4.		Signing of the transmittal	1 minutes	CSS Cherry Grace D. Agustin		

5.		Sorting of the document ready for mailing	2 minutes	ROII Marison S. Lomboy / SSS Karen T. Fernandez		
6.	Mailing of the document and return a copy of the OR	Issuance of claim stub	2 minutes	ROII Marison S. Lomboy / SSS Karen T. Fernandez		
End of transaction						

## REQUEST FOR CIVIL REGISTRY FORMS

How to avail of the service:

Step	Applicant/Client	PSA-Quirino Service Provider	Duration of Activity	Person In-Charge	Fees	Form
1		Accomplish the RIV	1 minutes	ROII Marison S. Lomboy / SSS Karen T. Fernandez	None	None
2	Pays to the Cashier/Collecting Officer	Issuance of Official Receipt	2 minutes	AOI Lace Christelle D. Ladia	PhP 305 PhP 305 PhP 305 PhP 270 PhP 245  PhP 245  PhP 99 PhP 99 PhP 99	COLB COM COD Fetal Death Foundling  Birth Attachment  Marriage Attachment  Death Attachment
3.		Bundling of Forms	2 minutes			
4.	Receipt of Forms					
End of transaction						