

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>	<b>FEES</b>	<b>FORM</b>
1	Present the supporting documents for Supplemental Report for Window A	Accept the documents for approval and forward them to the City Civil Registrar	10 minutes	Employee-In-Charge		
2	Proceed to the office of the City Civil Registrar for an interview	Evaluate the Documents and interview the registrant.	10 minutes	City Civil Registrar		
3	Proceed back to Window A for Payment Order	Issue a Payment Order	3 minutes	Employee In- Charge		
4	Pay at Window E	Issue an Official Receipt (O.R.)	3 minutes	Revenue collection Officer III	Php110.00 (Endorsement)	

5	Proceed back to Window A to present the O.R. and wait for the advice.	Attach the O.R...to the documents record such in the logbook and give instructions to the client	5 minutes	Employee In-Charge		
---	---	--	-----------	--------------------	--	--

<p><b>ABOUT THE SERVICE:</b> The registrant may apply for Supplemental Report in cases wherein some important data/entries such as date of birth/death/marriage, names of parents etc., are lacking in the documents issued by the PSA (NSO) certification.</p>	<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>-Authenticated document issued by the PSA</li> <li>-Affidavit of Supplemental report duly signed by the affiant</li> <li>-Baptismal certificate</li> <li>-School Record (Where the date and place of Birth are indicated)</li> <li>-Voter's Registration Record</li> <li>-Medical Certificate (incase of missing entry in Gender)</li> <li>-Other supporting documents</li> </ul>
---	--

6	Claim the document on the specific date of release at Window A.	Release the document.	3 minutes	Employee-in-Charge		

***\*End of Transaction\****