11. Issuance of Premium Annotation requests: Copy Issuance of Birth, Marriage, Death Affecting Supplemental Report with One or Two Omitted Entries in CRS Central Outlet

Office or Division:	Civil Register Management Division
Classification:	Complex
Type of Transaction:	Government-to-Citizens(G2C)
Who may avail:	All clients of legal age (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit of Supplemental Report (one original/photocopy certified by the concerned LCRO)	Local Civil Registry Office (LCRO) of the place of birth, marriage, and death
2. Supplemental Report (one photocopy certified by the concerned LCRO)	
3. Un-annotated Certificate of Live Birth/Marriage/Death (one photocopy certified by the concerned LCRO)	
4. Annotated Certificate of Live Birth/Marriage/Death effecting Supplemental Report (one photocopy certified by the concerned LCRO)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT RECEIPT AND CONTROL UNIT				
1. The Liaison officer of the CRS Central Outlet Transmits the request for Premium Annotation under RA9048/ RA10172	1. Receipt and control of application forms (AFs) and supporting documents filed by the client at the PSA CRS Outlet - East Avenue, Quezon City 1.1. Check the AFs of transmitted documents vs. list of documents in the transmittal.	None Note: AF here is for request for copy issuance of Premium Annotated CRDs. Processing fee for copy	10 minutes per batch of 10 AFs	*Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU)*

	1.1.1. If the AF is not among the list in the transmittal, return to CRS Outlet *1.1.2. If the AF is among the list in the transmittal, proceed to 2.*	issuance of the annotated COLB is being collected by the PSA CRS Outlet - East Avenue, Q.C.		*3rd Floor CRS Building* *Chief, CRMD 7th Floor CRS Building*
	2. Scans barcode for preparation and printing of transmittal thru RCC	None	5 minutes per batch of 10 AFs	*Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Chief, CRMD 7th Floor CRS Building*
	3. Transmit the documents to RA9048/ RA10172 and Supplemental Report Unit	None.	5 minutes per batch of 10 AFs	*Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building*

				Chief, CRMD *7th Floor CRS Building*

RA9048, RA10172 AND SUPPLEMENTAL REPORT UNIT				
	4. Receipt and Control of documents from DRCU *4.1 Check the transmitted documents vs. transmittal.* *4.1.1 If the document is not among the list in the transmittal, return to DRCU.* *4.1.2 If the document is among the list in the transmittal, proceed to 5.*	None.	10 minutes per batch of 10 AFs	*Uncon/MV Controller* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	5. Printing and Sorting of AFs	None	3 minutes per batch of 10 AFs	*Uncon/MV Controller* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,*

				CRS Building, Quezon City
	6. Match AFs with its supporting documents. 6.1. If document has no AF, return to DRCU for encoding.	None	5 minutes per batch of 10 AFs	*Unisys Associate,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	7. Verify the specimen signature of the authorized LCRO signatory in the database. *7.1. If documents passed specimen signature verification, stamp "Verified by" and date of verification and affix initial/signature on each page of the documents.* *7.2. If document did not pass verification, attach the blue stub, and indicate the feedback.*	None	30 minutes per batch of 10 documents.	*Specimen Signature Verifier* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

	8. Conduct detailed screening and attach evaluation form to the supporting documents.	None	1 hour per batch of 15 documents.	*Screener,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
	8.1. Check completeness and consistency of documents.			
	8.2. Conduct of CRD/CDLI Search verification.			*Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
	8.3. If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit			*Chief,* CRMD, CRS Building, Quezon City
	8.4. If the affected CRD contained blurred/ unreadable entries, route to Microfilm Archives (refer to page 7 of microfilm process) or to BMD Archives (refer to page 9 of BMD archives)			
	8.5. If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback			
	8.6. If the document is found annotated for RA 9048/ RA 10172, logged out as "positive".			

	9. Preparation and Tagging of Feedback Form	None	6 minutes per document.	*Feedback Clerk,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
				Supervisor RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
				Chief, CRMD*,* CRS Building, Quezon City
	10. Attaching of feedback form to documents.	None	6 minutes per document.	*Feedback Clerk,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
	10.1. Preparation of transmittal.			*Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City
				Chief, CRMD*,* CRS Building, Quezon City
	11. Sending of Feedback	None	2 hour and 30 minutes per batch of 15 documents.	*Administrative Assistant II,* RA9048/RA10172 and Supplemental Report Unit, CRMD,
	11.1. Check transmittal vs. the documents.			

	11.2. Scan the feedback form. *11.3. Sort the documents by City/Municipality* *11.4. Email the feedback to concerned LCRO.*			CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

ANNOTATION UNIT

	12. Receipt and control of application forms (AFs) and supporting documents from RA9048/RA10172 and Supplemental Report Unit. *12.1. Check the AFs of transmitted documents vs. list of documents in the transmittal.* *12.1.1. If the AF is not among the list in the transmittal, return to RA9048/RA10172 and Supplemental Report Unit* *12.1.2. If the AF is among the list in the transmittal, proceed to the next step.* *12.2. Scan "In" the AFs through the*	None	10 minutes per batch of 10 AFs	*Uncon/MV Controller* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

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	Uncon/MV Processing 12.3. *Forward the documents to the Team Lead for distribution to the Annotators.*			
	13. Distribute Application Forms and the supporting documents to the Annotator for processing.	None	5 minutes	Team Lead Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	14. Create VEI records	None	1 hour per batch of 10 documents	*VEI Encoder (Unisys Associate)* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	15. Annotation of COLB in the CRS database 15.1. *Countercheck the completeness of the requirements and consistency of*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor*

	entries versus the data in the image/record in CRS database. 15.1.1. If the record passed verification, annotate the image in the CRS database. 15.1.2. If the record does not pass the verification, issue feedback. 15.1.3. If the document is already found annotated for RA908/RA10172, return to RA9048/ RA10172 and Supplemental Unit for logging out in the system.			Annotation Unit, CRMD, CRS Building, Quezon City Chief, CRMD, CRS Building, Quezon City
	16. Approval of Annotation 16.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation. 16.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS) 16.1.2. If failed, disapprove the annotation, and prepare feedback	None Note: Once the document has been approved, copy issuance is available in all CRS Outlets.	1 hour per 10 annotated documents approved	Approver Annotation Unit, CRMD, CRS Building, Quezon City Supervisor Annotation Unit, CRMD, CRS Building, Quezon City Chief, CRMD, CRS Building, Quezon City
	17. Return all the approved/	None		Uncon/MV Controller,

	disapproved documents to RA9048/ RA10172 and Supplemental Report Unit for Document Preparation			Annotation Unit, CRMD, CRS Building, Quezon City
				Supervisor Annotation Unit, CRMD, CRS Building, Quezon City
				Chief, CRMD, CRS Building, Quezon City

The following documents subject for annotations depending on the results of evaluation will be routed to the following:

· Negative Record in the PSA database or for clear copy

Unit/Archives	Coverage	Remarks
Document Processing Unit-	Current Year (ex. 2023)	Refer to Page 9 for the detailed process
Birth/Death/Marriage Archives	Past 2 Year (2021-2022)	Refer to Page 9 for the detailed process
Microfilm Unit	1945-1994	Refer to Page 7 for the detailed process
Central Archives	1945-2022	Refer to Page 10 for the detailed process

· For BReN-linking/BReN-unlinking and Cancellation of an Erroneous Annotations in the Database- AFs are routed to PMU, refer to Page 252 for ECF process and page 259 for Bren-linking/unlinking on the detailed process.

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 5 WORKING DAYS (CRS East Avenue Outlet)