12. Issuance of Regular Annotation requests: Copy Issuance of Birth, Marriage, Death Affecting Supplemental Report with One or Two Omitted Entries

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 regular annotation requests for Supplemental Report are received through: Courier. Monthly Submission. LCRCU; and CRS Outlets	1. Receipt and control of documents. *1.1. Check the document/parcel vs. transmittal.* *1.1.1. If the document / parcel is not among the list in the transmittal,*	None	1 hour per batch of 75 documents.	*Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU) 3rd Floor CRS Building* *Supervisor*

	inform the Central Outlet / LCRCU. *1.1.2. If the document/s are among the list in the transmittal, proceed to 2.*			*Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building* *Chief, CRMD 7th Floor CRS Building*
	2. Encode document through RCC and printing of transmittal.	None	1 hour per batch of 75 documents.	*Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU) 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. Create VEI Record. 3.1. Search VEI record, if positive proceed to step 4. 3.2. If Negative, create VEI record	None	1 hour per batch of 30 documents 1 hour per batch of 29 documents	*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*
	4. Create Transaction for RA 9048 / RA10172 and Supplemental Report Regular Annotation Requests	None	1 hour per batch of 42 documents	*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*
	5. Transmit the documents to RA9048/ RA10172 and Supplemental Report Unit	None	5 minutes per batch of 32 documents	*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				
	6. Receipt and Control of documents from DRCU. *6.1. Check the transmitted documents vs. transmittal.* *6.1.1. If the document is not among the list in the transmittal, return to DRCU.* *6.1.2. 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
	7. 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

	8. Match AFs with its supporting documents. *8.1. 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
	9. Verify the specimen signature of the authorized LCRO signatory in the database. *9.1. If documents passed specimen signature verification, stamp "Verified by" and date of verification and affix initial/signature on each page of the documents.* *9.2. 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
	10. Conduct detailed screening and attach evaluation form to	None	1 hour per batch of 15 documents.	*Screener,* RA9048/RA10172 and Supplemental Report Unit, CRMD,

	the supporting documents. 10.1. Check completeness and consistency of documents. 10.2. Conduct of CRD/CDLI Search verification. 10.3. *If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit* 10.4. *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)* 10.5. *If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback* 10.6. *If the document is found annotated for Supplemental Report, logged out as "positive".*			CRS Building, Quezon City *Supervisor* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	11. 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 |
| | 12. Attaching of feedback form to documents.

12.1. Preparation of transmittal. | 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 |
| | 13. Sending of Feedback

13.1. Check transmittal vs. the documents. | None | 2 hour and 30 minutes per batch of 15 documents. | *Administrative Assistant II,* RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City |

	13.2. Scan the feedback form. 13.3. Sort the documents by City/Municipality 13.4. Email the feedback to concerned LCRO.			Supervisor RA9048/RA10172 and Supplemental Report Unit, CRMD, CRS Building, Quezon City Chief, CRMD, CRS Building, Quezon City
ANNOTATION UNIT				
	14. Receipt and control of application forms (AFs) and supporting documents from RA9048/RA10172 and Supplemental Report Unit. 14.1. Check the AFs of transmitted documents vs. list of documents in the transmittal. 14.1.1. If the AF is not among the list in the transmittal, return to RA9048/RA10172 and Supplemental Report Unit. 14.1.2. If the AF is among the list in the transmittal, proceed to the next step. 14.2. Scan "In" the AFs through the Uncon/MV Processing	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

	14.3. Forward the documents to the Team Lead for distribution to the Annotators.			
	15. 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
	16. 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
	17. Annotation of COLB in the CRS database *17.1. Countercheck the completeness of the requirements and consistency of entries versus the data in the*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS

	image/record in CRS database. *17.1.1. If the record passed verification, annotate the image in the CRS database.* *17.1.2. If the record does not pass the verification, issue feedback.* *17.1.3. If the document is already found annotated for RA908/RA10172, return to RA9048/ RA10172 and Supplemental Unit for logging out in the system.*			Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	18. Approval of Annotation 18.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation. *18.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS)* *18.1.2. 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
	19. Return all the approved/	None		*Uncon/MV Controller,*

				Annotation Unit, CRMD, CRS Building, Quezon City
disapproved documents to RA9048/ RA10172 and Supplemental Report Unit for Document Preparation				*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: 7 WORKING DAYS