18. Issuance of Regular Annotation Requests: Copy Issuance of Birth Document Effecting Court Decision on Adoption

Adoption is a juridical act, a proceeding in rem which creates between two persons a relationship similar to that which result from legitimate paternity and filiation (4 Valverde 473). It is a juridical act creating a relationship between two persons, whether related or not, whereby a person (adopted) is raised to the status of a legitimate child of the adopter.

Adoption in the Philippines is a process of granting social, emotional and legal family and kinship membership to an individual from the Philippines, usually a child. It involves a transfer of parental rights and obligations and provides family membership. The Department of Social Welfare and Development (DSWD) defines adoption as a "socio-legal process of giving a permanent family to a child whose parents have voluntarily given up their parental rights."

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**
A. FOR CHILDREN BORN IN THE PHILIPPINES:	Local Civil Registry Office (LCRO) of the place of birth
1. Original or Certified True/Photocopy of the Court Decree of Adoption/Order.	
2. Original or Certified True/Photocopy of the Certificate of Finality of Court Decree of Adoption/Order.	
3. Original or Certified True/Photocopy of the Certificate of Registration of the Court Decree Of Adoption /Order issued by the civil registrar where the decision/order was registered.	
4. Original or Certified True/Photocopy of the Certificate of Authenticity of the Court Decree of Adoption/Order issued by the Civil Registrar where the decision/order was registered.	
5. Certified True/Photocopy of the amended COLB (for adoption cases).	
6. Certified True/Photocopy of the civil registry document without annotation or COLB prior to adoption (for adoption cases).	

B. ADDITIONAL REQUIREMENTS FOR CHILDREN BORN ABROAD:	
1. Foreign documents registered in LCRO of Manila in case of Foreign Judgment of Adoption (with Certification if registered in Inter-Country Adoption Board)	
2. Adoptive parents shall accomplish Municipal Form 102.	

The regular annotation requests for adoption 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, inform the Central Outlet / LCRCU.* 1.1.2. *If the document/s are among the list in the transmittal, proceed to 2.*	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*
	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 Regular Requests of Adoption.	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 Court Decree 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*
COURT DECREE 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 printing.*	None.	10 minutes per batch of 15 documents	*Unisys Associate, Uncon/MV Processing* *Supervisor* Court Decree 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	*Unisys Associate, Uncon/MV Processing*

				Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	8. Match AFs with its supporting documents	None	3 minutes per batch of 10 AFs	*Unisys Associate, Uncon/MV Processing* *Supervisor* Court Decree 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 the specimen signature verification, stamp "Verified by" and date of verification and affix initial/ signature of the Authentication Officer on each page of the documents* *9.2. If document did not pass verification, attach the blue stub, and indicate findings and feedback.*	None	1 hour per batch of 18 documents	*Unisys Associate, Specimen Signature Verifier* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	10. Conduct detailed screening and evaluation with attached evaluation form to the supporting documents.	None	1 hour per batch of 3 AFs	*Registration Officer II and Registration Officer I*

	10.1. If the document passed the screening and evaluation process, route to Annotation Archives/Unit for loading of the amended COLB in CRS database. *10.2. If the document failed the screening and evaluation procedure, indicate the findings in the evaluation form and issue appropriate feedback.* *10.3. If the document is found annotated, logged out as "positive".*			*Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	11. Preparation and Tagging of Feedback Form	None	1 hour per batch of 12 AFs	*Unisys Associate, Feedback Clerk* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	12. Scanning and Sending of Feedback through e-mail to the concerned RSSO, CSS and C/MCR	None	1 hour per batch of 12 AFs	*COSW* Court Decree Unit, CRMD, *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
ANNOTATION UNIT				

	13. Receipt and control of application forms (AFs) and supporting documents from Court Decree Unit *13.1. Check the AFs of transmitted documents vs. list of documents in the transmittal.* 13.1.1. *If the AF is not among the list in the transmittal, return to Court Decree Unit* 13.1.2. *If the AF is among the list in the transmittal, proceed to the next step.* *13.2. Scan "In" the AFs through the Uncon/MV Processing* *13.3. Forward the documents to the Team Lead for distribution to the Annotators.*	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. 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
	15. Annotation of COLB in the CRS database *15.1. Countercheck the completeness of the requirements and consistency of entries*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City

	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 a feedback.* *15.1.3. If the amended COLB is already loaded in the CRS Database, route to Court Decree Unit for logging out in the system*			*Supervisor* 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/ disapproved documents to Court Decree Unit for Document Preparation	None		*Uncon/MV Controller,* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City

The transaction may be routed to the following unit if the primary document (un-annotated) is negative in the CRS database or contains blurred/unreadable entries for rescanning.

· 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