27. Issuance of Regular Annotation Requests: Copy Issuance of Civil Registry Documents Affected by Sharia Courts Decision on Divorce

A court decision on Divorce obtained through Shari'ah Court.

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 EVENTS OCCURRED IN THE IN THE PHILIPPINES:	Local Civil Registry Office (LCRO) of the place of birth
1. Original or Certified True/Photocopy of the Court Decree.	
2. Original or Certified True/Photocopy of the Certificate of Finality of Court Decree.	
3. Original or Certified True/Photocopy of the Certificate of Registration of the Court Decree 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 issued by the Civil Registrar where the decision/order was registered.	
5. Annotated Certificate of Marriage (one photocopy certified by the concerned LCRO)	
6. Un-annotated Certificate of Marriage (one photocopy certified by the concerned LCRO)	
OTHER REQUIREMENTS	
1. Certificate of Divorce 2. Conversion to Islam of the husband 3. Conversion to Islam of the wife 4. Joint Affidavit of Ratification	

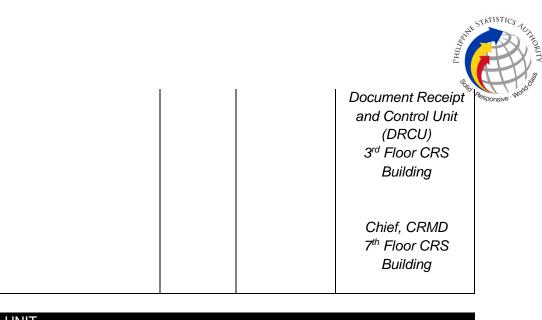| CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

DOCUMENT RECEIPT AND CONTROL UNIT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The regular annotation requests for Shari'a Court Decision on Divorce are	1. Receipt and control of documents. *1.1.* Check the document/parcel vs. transmittal.	None	1 hour per batch of 75 documents.	*Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document*

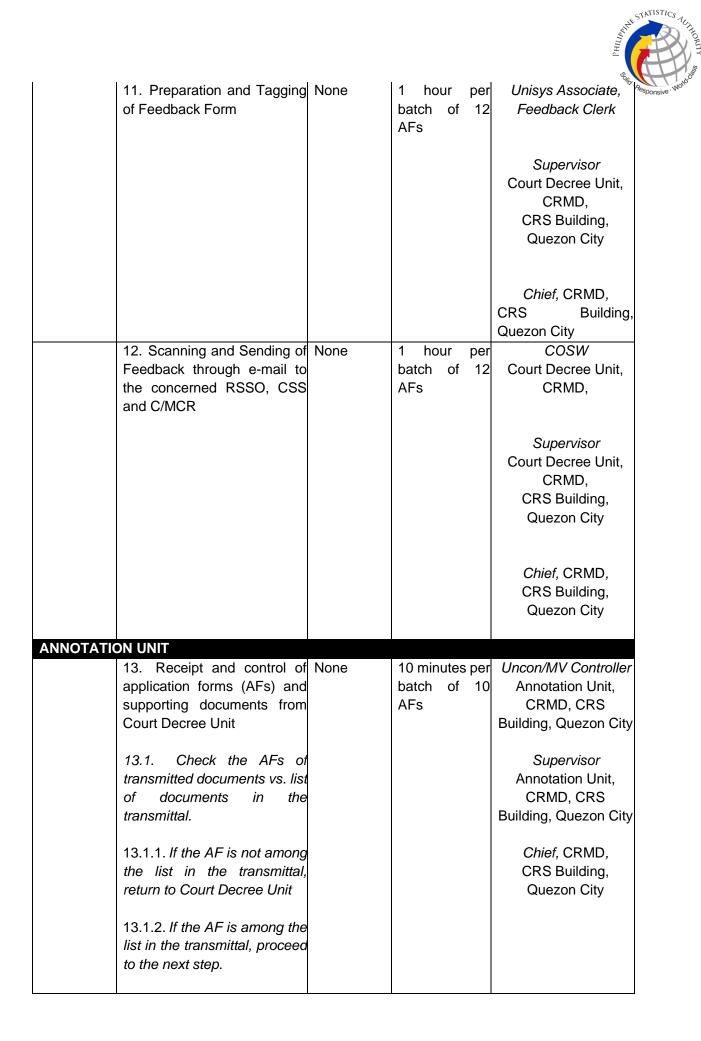| received through: Courier. Monthly Submission. LCRCU; and CRS Outlets	1.1.1. *If the* document / parcel *is not among the list in the transmittal, inform the Central Outlet / LCRCU.* 1.1.2. *If the document/s are among the list in the transmittal, proceed to 2.*			*Processing Unit (DPU)* *3ʳᵈ Floor 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.	None	1 hour per batch of 30 documents	*Unisys Associate Document Receipt and Control Unit (DRCU)*

	3.2. If Negative, create VEI record			*3rd Floor CRS Building*
			1 hour per batch of 29 documents	*Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building*
				Chief, CRMD 7th Floor CRS Building
	4. Create Transaction for Shari'a Court Decision on Divorce for 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 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 DECREES 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. *10.1. If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit* *10.2. If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback* *10.3. If the document is found annotated Sharia Courts Decision on Divorce, logged out as "positive".*	None	1 hour per batch of 3 AFs	*Registration Officer II* *and* *Registration Officer I* *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.*	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

	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.*			
	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 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 annotated COM is already loaded in the CRS Database, route to Court Decree Unit for logging out in the system*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City *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*	None	1 hour per 10 annotated documents approved	*Approver* Annotation Unit, CRMD, CRS Building, Quezon City

	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 | Note: Once the document has been approved, copy issuance is available in all CRS Outlets. | | *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 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