

43. Data Conversion of Civil Registry Documents from Monthly Report (Birth, Marriage, Death)

Office or Division:	Civil Register Management Division			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	All clients of legal age (18 yrs. old and above)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Compiled birth, marriage and death documents received from the monthly reports of the PSA Provincial Statistical Offices	PSA PSO			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PSO manual and machine processing timeline is within 6 weeks upon receipt of the documents from the LCROs.	1. Receipt and checking of folios from Document Processing Unit and Vital Statistics Division	None	10 minutes per 30 folios	Team Lead, DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
	2. Document grooming from folders, batched (one province, one municipality) in preparation for scanning.	None	1 hour per batch of 225 documents	Associates, DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
	3. Document scanning	None	1 hour per batch of 150 documents	Associates, DCC, CRMD 3 rd Floor CRS Building

				Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
	4. Matching of images to their corresponding indices.	None	1 hour per batch of 70 documents	Associates, DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
	5. Quality Assurance (QA) is done to re-check mismatched images versus indices of all records. 5.1. If passed, automatically loaded to data staging. 5.2. If rejected, return to Matcher	None	1 hour per batch of 120 documents	Associates, DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
	6. Data Staging of the converted documents to CRS Database.	None	Within 24 hours	System Administrator, Data Center 5 th Floor CRS Building
	7. Prepare transmittal of the scanned documents in folders/batches and forwarded to Birth, Marriage and Death Archives.	None	1 hour	Team Lead and Associate, DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building

				Chief, CRMD 7 th Floor CRS Building
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TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 1.5 months upon receipt of documents from PSA Provincial Statistics Offices

For received documents in the monthly report but with a request for copy issuance filed by the client in the PSA CRS Outlets, a designated staff is assigned at Data Capture Center to pull-out the document for scanning and loading of the requested documents. **This falls under UNCONVERTED PROCESSING.**