

44. Data conversion of CDLI Annotated Documents

Annotated documents processed through Electronic Annotation System (EAS) are ready for copy issuance in any PSA CRS Outlets but need to undergo scanning of the supporting documents in Data Capture Center (DCC).

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 yrs. old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annotated documents with Top Sheet and complete set of requirements Transmittal of annotated documents from Annotation Archives		PSA Annotation Archives (Court Decree Unit, RA 9048/RA 10172 and Supplemental Report Unit, and Legal Instruments Unit)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receipt and control of annotated documents and other attachments from Annotation Archives	None	3 minutes per batch of 15 documents	<i>Team Lead,</i> 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 of documents	None	1 hour per 200 documents	<i>Associates,</i> DCC, CRMD 3 rd Floor CRS Building Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building

	3. Scanning of annotated CRDs and its supporting documents	None	1 hour per 30 documents	<p><i>Associates,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Supervisor,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	4. Matching of images are matched to their corresponding indices.	None	1 hour per 60 documents	<p><i>Associates,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Supervisor,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	<p>5. Quality Assurance (QA) is done to re-check mismatched images versus indices of all records.</p> <p>5.1. If passed, automatically loaded to data staging.</p> <p>5.2. If rejected, return to Matcher</p>	None	1 hour per batch of 120 documents	<p><i>Associates,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Supervisor,</i> DCC, CRMD 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	6. Data Staging of the converted documents to CRS Database.	None	Within 24 hours	<p><i>System Administrator,</i> Data Center 5th Floor CRS Building</p>
	7. Prepare transmittal of the scanned documents in folders/batches and forwarded to Birth, Marriage and Death Archives.	None	1 hour	<p><i>Team Lead and Associate,</i> DCC, CRMD 3rd Floor CRS Building</p>

				Supervisor, DCC, CRMD 3 rd Floor CRS Building Chief, CRMD 7 th Floor CRS Building
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 days upon receipt of the documents from the Annotation Archives.				