

49. Reply to Communications- Highly Technical

Highly Technical Communications/Letters are those letters/communications which need legal advice and for referral to Legal Service.

Office or Division:	Civil Register Management Division			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government(G2G) and Private-to-Government (P2G)			
Who may avail:	Local Government Units, Agencies of the Government, Private Law Offices, NGOs, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letters/emails that require legal opinion on civil registration matters 2. Letters or communication requesting for drafting of guidelines or procedures to standardize civil registration implementation in the country. Note: Need to be referred to the Legal Service prior to signing by ANS or NSCRG				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office of the Division Chief of Civil Register Management Division (ODC-CRMD) received communications/letters	1. Receipt and control of communication/letter	None	5 minutes per letter/communication	COSW
	2. Division Chief evaluates/designates the communication/letter to the concern Unit or Technical Staff	None	10 minutes per letter/communication	Division Chief of the CRMD
	3. Receipt and control of communication/letter	None	5 minutes per letter/communication	COSW
	4. Drafting of referral letter to Legal Service	None	Within 3 days from the receipt of the communication/letter	Unit Supervisor/Technical Staff
	5. Receipt and control of the referral letter/communication	None	5 minutes per letter/communication	COSW

	6. Division Chief evaluates/reviews/signs the referral letter/communication.	None	15 minutes per communication/letter	Division Chief of the CRMD
	7. Receipt and control of the drafted referral letter/communication	None	5 minutes per letter/communication	COSW
	8. Drafting of Response from Legal Service (requires legal research)	None	7 days from the receipt of the communication/letter	Attorney from the Legal Service
	9. Receipt and control of the reply letter/communication from Legal Service	None	5 minutes per letter/communication	COSW
	10. Division Chief evaluates/designates the reply letter/communication from the Legal Service to the concern Unit or Technical Staff	None	15 minutes per letter/communication	Division Chief of the CRMD
	11. Receipt and control of communication/letter to the concerned Unit/Technical Staff	None	5 minutes per letter/communication	COSW
	12. Drafting of response	None	Within 8 hours	Unit Supervisor/Technical Staff
	13. Receipt and control of the response to the communication/letter	None	5 minutes per communication/letter	COSW
	14. Division Chief evaluates/reviews/signs the response to the	None	30 minutes per communication/letter	Division Chief of the CRMD

	communication/ letter			
	15. Staff controls the approved communication/letter to be forwarded to the signatory (ANS of the CRS or NSCRG as the case may be)	None	5 minutes per communication/letter	COSW

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: within 20 days upon receipt of the letters/emails/communication.

Note: Some cases may be extended if it requires NSCRG policy issuance (Implementing Rules and Regulations or Administrative Orders) to include a thorough study/research, sometimes through a creation of a Technical Working Groups.