



Registration of Court Orders / Decrees and Request of Annotated Records

ABOUT THE SERVICE

Reglementary Period and Place of Registration. – In case of a court decree/order concerning the status of a person, it shall be the duty of the Clerk of Court to advise the successful petitioner to have the decree/order registered in the civil registrar's office where the court is functioning, within ten (10) days after the decree/order has become final, for Adoption, within thirty (30) days after the issuance of the Certificate of Finality. (Rule 50 & 51, Adm. Order No. 1, S .1993, IRR of Act No. 3753 & Other Laws on Civil Registration).

The following shall be recorded in the registry of court decree/order:

- Adoption/Rescission of Adoption;
- Annulment of marriage/Declaration of absolute nullity of marriage/Legal Separation/Court order setting aside the decree of legal separation;
- Judicial Recognition of Foreign Judgment
- Change of name or correction of entry;
- Declaration of presumptive death;
- Compulsory recognition of illegitimate child/voluntary recognition of Minor illegitimate child;
- Appointment of guardian/Termination of guardianship;
- Naturalization certificate/Cancellation of naturalization certificate;
- Other registrable court decrees/orders

Fees:

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| Annulment of marriage/Declaration of absolute nullity of marriage/Legal Separation/ Court order setting aside the decree of legal separation | P3,000.00 |
| Adoption/Rescission of Adoption | 1,000.00 |
| Registration of foreign decree or adoption | 1,000.00 |
| Appointment of guardian/Termination of guardianship | 500.00 |
| Change of name or correction of entry | 500.00 |
| Civil interdiction - | 500.00 |
| Compulsory recognition of illegitimate child/voluntary recognition of Minor illegitimate child | 500.00 |
| Declaration of presumptive death of the absent spouse/Judicial Declaration of absence | 500.00 |
| Emancipation of orphaned minor | 500.00 |
| Judicial determination of filiation | 500.00 |
| Judicial determination of the fact of reappearance of absent spouse, if disputed | 500.00 |
| Naturalization certificate/Cancellation of naturalization certificate | 500.00 |
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| Endorsement Fee | 300.00 |
| Late Registration Fee (More than 1 Year) | 500.00 |
| Late Registration Fee (Less than 1 Year) | 300.00 |
| Certified True Copy of Annotated Birth/Marriage/Death Certificate | 150.00 |
| Certified True Copy of Un-Annotated Birth/Marriage/Death Certificate | 100.00 |
| Certified True Copy of Court Order/Decision (P50.00/page) | 50.00 |
| Postal Money Order for PSA (P155.00+ 41.00 S.C.) | 196.00 |



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| Department / Office: | CITY CIVIL REGISTRY OFFICE |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizens |
| Who may avail | Successful Petitioner/s who filed for Adoption, Annulment of Marriage, Declaration of Absolute Nullity of Marriage, Judicial Recognition of Foreign Judgment, Correction of Entry, and other registrable decrees/orders |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <p>A. For Locally Originated Court Decree/Order</p> <ul style="list-style-type: none"> • Certified Copy of the Decision/Order (3 copies) • Original Copy of the Certificate of Finality • Affidavit for Late Registration (if not registered within the prescribed period) • Original PSA copy of the document needing annotation/correction • Valid ID of Petitioner • SPA/Authorization Letter and Valid ID, if registrant is not the Petitioner. <p>B. For Court Decrees/Order Originated from Outside the City (2 copies each)</p> <ul style="list-style-type: none"> • Certificate of Registration • Certificate of Authenticity • Certified copy of the Court Decree • Certified copy of the Finality • Original PSA copy of the Document needing annotation/correction • Valid ID of Petitioner • SPA/Authorization Letter and Valid ID, if registrant is not the Petitioner. <p>C. For Recognition of Foreign Judgment</p> <ul style="list-style-type: none"> • Judgments/orders rendered by foreign courts must be judicially confirmed/enforced by a civil action at the Regional Trial Courts in the Philippines (RTC-Phil.) • The RTC-Phil decisions must be registered in the Local Civil Registry Office of the city/municipality where the court is functioning. • Original or Certified True copy of the foreign judgment or order duly registered at the City Civil Registry Office of Manila (where all foreign court orders are to be registered) • Certificate of Registration | <ul style="list-style-type: none"> • Regional Trial Court where the decision/order was rendered/issued • Regional Trial Court where the decision/order was rendered /issued • Notary Public • Philippine Statistics Authority (PSA) • Petitioner • City/Municipal Civil Registry Office where the Court Decree was registered. • Philippine Statistics Authority (PSA) • Petitioner • Regional Trial Court where the court decision was rendered • Regional Trial Court where the court decision was rendered • City/Municipal Civil Registry Office • City Civil Registry Office of Manila |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Presentation of Documents Present the required documents | Receives the documents | | 2 minutes | MA. MIA B. ORDOÑEZ Registration Officer IV |
| 2. Evaluation of Documents | Examines the presented documents as to authenticity. Issues order of payment | | 5 minutes | MA. MIA B. ORDOÑEZ Registration Officer IV |
| 3. Payment of fees Pay the required fees | Receives the payment and issue the O.R. | see Fees above | 5 - 10 minutes | Local Revenue Collection Officer CITY TREASURER'S OFFICE / POST OFFICE |
| 4.. Registration of Court decree/order Present the O.R. | Record the Court Decree and assign Registry No. For late registration there is a 10-day posting period. | | 2 minutes | MA. MIA B. ORDOÑEZ Registration Officer IV |
| | 5. Processing For Court Decrees promulgated outside Naga City – Prepares verification as to the authenticity of the document and send to the concern Civil Registrar and Court. Prepares the necessary documents (Certificate of Registration, Authenticity, Annotated Document and Endorsement) | | 10 - 15 minutes | MA. MIA B. ORDOÑEZ Registration Officer IV |
| | 7. Approval of the documents CCR review, approves and signs | | 2 -3 minutes | MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar) |



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| | the documents | | | |
| 8. Release of Document | | | | |
| Signs the logbook | Release the registered documents. | | | MA. MIA B. ORDOÑEZ Registration Officer IV |
| TOTAL | | P | 37 minutes | |

CITY CIVIL REGISTRY OFFICE

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

Maria Dolores P. De los Reyes, CGDH I / City Civil Registrar

Tel. No. (054) 2052980 loc. 1090

E-mail: ccro@naga.gov.ph