

CITY MAYOR'S OFFICE  
**RECEIVED**  
DATE OCT 27 2011

REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC

VICE MAYOR'S OFFICE  
**RECEIVED**  
DATE 10/27/11

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE TWELFTH  
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE  
SANGGUNIANG PANLUNGSOD SESSION HALL,  
ORMOC CITY HALL BUILDING  
ON OCTOBER 21, 2011 IN LIEU OF  
OCTOBER 20, 2011

SANGGUNIANG PANLUNGSOD  
**RECEIVED**  
DATE NOV. 2 2011  
BY [Signature]  
LUNGSOD NG ORMOC

PRESENT:

Hon. Nepomuceno P. Aparis I,  
Hon. Ruben R. Capahi,  
Hon. Rolando M. Villasencio,  
Hon. Claudio P. Larrazabal,  
Hon. Lea Doris C. Villar,  
Hon. Filomeno P. Maglasang,  
Hon. Jose C. Alfaro, Jr.,  
Hon. Sotero M. Pepito,  
Hon. Demosthenes F. Tugonon,  
Hon. Rafael C. Omega, Jr.,  
Hon. Antonio M. Codilla,

Vice Mayor & Presiding Officer  
City Councilor, Majority Floor Leader  
City Councilor, Minority Floor Leader  
City Councilor, Presiding Officer "Pro-Tempore"  
City Councilor, Assist. Majority Floor Leader  
City Councilor  
City Councilor  
City Councilor  
City Councilor  
City Councilor

Hon. Corinne M. Corro,

Ex-Officio City Councilor  
Chapter President, Liga ng mga Barangay ng Ormoc  
Ex-Officio City Councilor,  
SK Federation President

ABSENT:

Hon. Mario M. Rodriguez, (On Leave), City Councilor, Assist. Minority Floor Leader

### Explanatory Note

The existing fees and charges imposed and collected for services rendered by the Office of the City Civil Registry were formulated and enacted into an Ordinance some years back, hence, need to be revised and updated in order to meet the needs of the time. After all, our Constitution, Article X, Section 5, thereof empowers Local Government Units "to create its own sources of revenue and to levy taxes, fees, and charges subject to such guidelines and limitations as the Congress may provide, consistent with the basic policy of local autonomy". And this constitutional provision is buttressed by the provisions of the Local Government Code of 1991 (Rep. Act. No. 7160), Section 129 thereof, when the same constitutional provision was reiterated.

For the validity and legality of this Ordinance, the requisite public hearing of the Local Government Code of 1991 was conducted for the purpose.

Foregoing premises considered, on motion of City Councilor Rafael C. Omega, Jr., Chairman, Committee on Health & Sanitation and Member of the Committee on Ways & Means, jointly seconded by City Councilors Sotero M. Pepito and Lea Doris C. Villar, be it

RESOLVED, to enact :

#### ORDINANCE NO. 168

AN ORDINANCE REVISING AND UPDATING THE CITY CIVIL  
REGISTRY FEES AND CHARGES.

BE IT ENACTED BY THE 12<sup>TH</sup> SANGGUNIANG PANLUNGSOD ng Ormoc, that:

SECTION 1. This Ordinance shall be known and cited as the REVISED AND UPDATED CITY CIVIL REGISTRY FEES AND CHARGES OF 2011.

SECTION 2. The purpose of this Ordinance is to revise and update the existing fees and charges imposed and collected for the Office of the City Civil Registry, so that the revenue generated therefrom can be used to improve and expand the services of the City Government, especially the Office of the Civil Registry.

SECTION 3. For services rendered by the Office of the City Civil Registry, the following FEES shall be imposed and collected, to wit:

A. FOR THE ISSUANCE OF CERTIFICATES:

1) Birth Certificate	P 50.00
2) Marriage Certificate	50.00
3) Death Certificate	50.00
4) Civil Status	50.00
5) Amended Certificate of Live Birth	200.00
6) Transcript of Civil Registry Document	200.00
7) Family Planning Seminar Certificate/Pre-Marital CHO and DSWD Counseling	50.00

B. MARRIAGE FEES:

1) Marriage application and processing fees	P 300.00
a) If one of the parties is not a Filipino Citizen	500.00
b) If both parties are not Filipino Citizens	1,000.00
2) Marriage License Form Fee (National)	2.00
3) Marriage License Fee	100.00
a) If one of the parties is not a Filipino Citizen	200.00
b) If both parties are not Filipino Citizens	500.00
4) Marriage Solemnization fee	300.00
a) If one of the parties is not a Filipino Citizen	500.00
b) If both parties are not Filipino Citizens	1,000.00
5) Registration of legal capacity to contract marriage	500.00

C. REGISTRATION FEES ON CIVIL STATUS OF PERSONS

1) Registration of Legitimation, acknowledgement, Authority to use surname of the father	200.00
2) Registration of Adoption, Appointment of Guardian, and Termination thereof	300.00
3) Registration of Annulment of Marriage	1,000.00
4) Registration of Foreign Decree of Divorce And Legal Separation	1,000.00
5) Registration of Naturalization	1,000.00
6) Registration of Election of Filipino Citizenship	1,000.00
7) Registration of Voluntary Renunciation of Citizenship	500.00
8) Registration of Foreign Decree of Adoption	1,000.00
9) Registration of Judicial Determination of Citizenship	500.00
10) Registration of Affidavit (supplemental report)	200.00
11) Registration of Aliases	200.00
12) Registration of Alien	1,000.00



13) Certification of No Records and other certification	100.00
14) Other Special proceedings	500.00
15) Registration of Presumptive Death of Person	500.00
16) Registration of Affidavit of reappearance	500.00
<b>D. MISCELLANEOUS FEES –</b>	
1) Affidavit of Oath of Allegiance for Philippine Citizenship	1000.00
2) Registration of Court Orders/Decisions to correct or change the entries in the records of birth, marriages, or deaths	300.00
3) Registration of legal document for record purposes	300.00
4) For photocopying of document and certification of correction thereof	75.00
5) Other Court Decree Registration	300.00
6) Documentation Fee	300.00
7) One (1) set Civil Registry Registration Form (birth, marriage, death)	50.00
8) Civil Registry Registration Form per Pad	500.00
9) Registry of Finality/Entry of Judgment	300.00
10) Annotation Fee of Document	200.00
<b>E. ISSUANCE OF CIVIL REGISTRY DOCUMENTS IN SECURITY PAPERS (SECPA)</b>	200.00
<b>F. FEES ON R.A. 9048 (Change of First Name in the Certificate of Live Birth, and Correction of Clerical Error in the Certificate of Live Birth, Marriage and Death)</b>	
1. Filing Fee – Petition for Change of First Name (CFN)	P 3,000.00
2. Filing Fee – Petition for Correction of Clerical Error (CCE)	1,000.00
3. Processing Fee for petition	300.00
4. Petition Form	200.00
5. Migrant petition service fee (CCE)	500.00
6. Migrant Petition (CFN)	1,000.00
7. Registration of CCE and CFN	200.00

SECTION 4. There is hereby imposed and collected the University of the Philippines Law Center (UPLC) Legal Research Fee computed at ONE (1%) PERCENT of every fee charged and collected as listed above (Section 3. F, hereof), but shall in no case be less than TEN (Php10.00) PESOS thereof which shall be paid by the petitioner. The amount collected herein shall be remitted to the University of the Philippines Law Center by the City Treasurer or his duly authorized representative, on or before the tenth day of the month following the month of collection.

SECTION 5. The following fees and charges shall be imposed and collected for the issuance of permits and rental of niche.

1) Issuance of burial permit	50.00
2) Exhumation of Cadaver for medico legal case	150.00
3) Removal/Transfer/Entrance of Cadaver	150.00
4) Niche Rental in cemetery own by the City Government:	
a) Five (5) years for original entrant	5,000.00
b) Five (5) years succeeding entrant	2,500.00
c) Every year, after the first 5 years	100.00
d) Burial Service Fee in cemetery own by the City Government	500.00

In case of default or none payment for three (3) consecutive years of P100.00 per year, after the fifth year of burial, the cemetery in-charge (caretaker) may recommend to the City Mayor thru the City Civil Registrar, for the transfer of the remains of the deceased to the OSSUARY DEPOSITORY WITH OR WITHOUT THE CONSENT OF THE FAMILY/Relatives of the deceased: Provided, however, that the cemetery in-charge (caretaker) thru the City Civil Registrar, shall give notice in writing to the family or relatives of the deceased, on their last known address or thru a local radio broadcast of such transfer; provided, further, that such transfer shall only be made after three (3) months of the notification or local radio broadcast referred to earlier.

SECTION 6. The Office of the City Civil Registry shall issue the following documents without payment of the fee herein required; to wit:

- a) Certified copy of any document for official use upon request of a competent court or a government agency;
- b) Certified copy of birth certificates of a child reaching school age when such certificate is required for admission from Kindergarten to Grade VI of public school within the City of Ormoc.

SECTION 7. The fees and charges imposed and collected herein shall be paid to the office of the City Treasurer of Ormoc, upon issuance of the order of payment from the City Civil Registrar, before any registration or issuance of permit, document or certification thereof, shall be effected.

SECTION 8. Barangay Officials, especially Barangay Secretaries shall assist, the City Civil Registrar in the registration of births, deaths, marriages and other registerable events as required by law, occurring within their respective territorial jurisdiction. This mandate is in consonance with the provision of the Local Government Code of 1991 (R.A. 7160), particularly Section 394, par. Five (5) thereof.

"RELATIVE THERETO, The City Civil Registrar is hereby tasked to prepare the appropriate guidelines as to the specific assistance that may be rendered by the Barangay Officials to his Office, within thirty (30) days from the approval of this Ordinance, and forthwith, submit the same to the Sangguniang Panlungsod ng Ormoc for review."

SECTION 9. SEPARABILITY CLAUSE – If any provision of this Ordinance shall be declared invalid or unconstitutional by competent court, all other provisions not affected thereby, shall remain valid and enforceable.

SECTION 10. REPEALING CLAUSE – All Ordinances, rules and regulations or parts thereof, in conflict with or inconsistent with any provisions of this ordinance are hereby repealed, amended or modified accordingly.

SECTION 11. EFFECTIVITY CLAUSE – This Ordinance shall take effect on January 1, 2012 after it shall have been posted and published as required by the Local Government Code of 1991.


ENACTED, OCTOBER 21, 2011.

RESOLVED, FURTHER, to furnish copies of this Ordinance, one each to, His Honor, the City Mayor; the City Administrator, the City Legal Officer, the Chapter President, Liga ng mga Barangay ng Ormoc, the DILG- City Director, the City Civil Registrar and others concerned, -in Ormoc City;

CARRIED UNANIMOUSLY.

Ord. No. 168


I HEREBY CERTIFY to the correctness of the foregoing ordinance.

  
JOEL S. DUERO  
Secretary to the  
Sangguniang Panlungsod

ATTESTED:

  
NEPOMUCENO P. APARISI  
Vice Mayor & Presiding Officer

APPROVED:

  
ERIC C. CODILLA  
City Mayor  
11/2/11  
(Date)