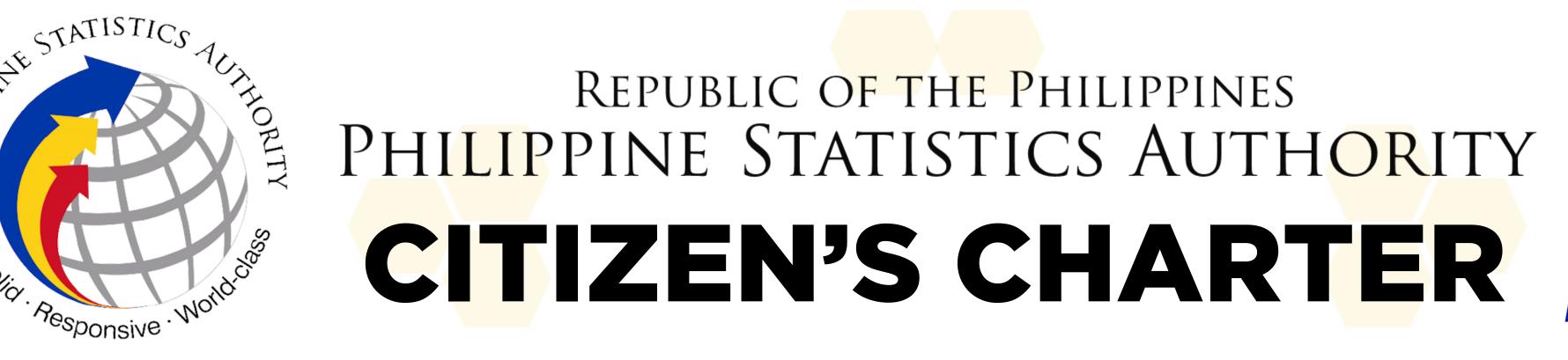
Electronic Endorsement allows PSA Serbilis Outlets to accept documents of previously registered copy as well as advance submission to the PSA Central Office. The civil registry documents are scanned at the PSA CRS Outlet and electronically forwarded to the central back-end processing for verification and approval.

Office or Division:		Regional Statistical Services Office XI						
Classification:		Complex						
Type of Tra	ansaction:	G2C - Government to Citizen						
Who may a	vail:	General public of l	eneral public of legal age (18 years old and above)					
Checklist o	f Requirements:			ure:				
1. Letter of	endorsement from	the LCROs						
Copy or Copy o	ertified Photocopy of the company of	LCRO of the place of registration and occurrence						
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
the document thru nearest	PSA CRS DAVAO R  1. Receive and rev documents and its	iew the endorsed attached proof of the Electronic		Variable	Receipt and Control Clerk			
	2. Approval and dis requests	approval of the EE	None	Variable	Regional Director/Chief Statistical Specialist/Officer-In- Charge			
	3. Scan the civil using the Electro		None	lbatch of 20	Electronic Endorsement In-Charge			





## PSA RSSO XI DAVAO REGION EXTERNAL SERVICES

### Processing of Electronic Endorsement thru CRS Davao Region Outlet

Office or Division:		Regional Statistical Services Office XI					
Classification:		Complex					
Type of Transaction: Who may avail:		G2C - Government to Citizen General public of legal age (18 years old and above)					
	CRMD-Production and Maintenance Unit (PMU)  4. Receipt and control of endorsed scanned CRD in the Central Back-End thru EE system		None	1 hour per batch of 20 documents	Electronic Endorsement Approver, PMU Supervisor RO III, PMU Chief, CRMD		
	5. View the submitte system	d documents using EE	I None	of 20 documents	Electronic Endorsement Approver, PMU Supervisor RO III, PMU Chief, CRMD		
	negative result and the outlet has clear a proceed to Step 5  6.2 If the scanned imblurred or unreadable the database but post DVSS, request for machines (Andocuments)	the CRS database yield the scanned record from and readable entries, age from the Outlet has le, yield negative result in sitive in the CRQS or anual retrieval from the inparo) the original the manually retrieved Archives, match the is with the scanned	None	1 hour per batch of 12 documents	Electronic Endorsement Approver, PMU Supervisor RO III, PMU Chief, CRMD		

Reviewed by:

BABY JEAN P. ALID
Chief Administrative Officer
Regional Statistical Services XI

Recommended by:

RANDOLPH ANTHONY B. GALES

(Chief Statistical Specialist)

Officer-In-Charge

Regional Statistical Services XI

# Office or Division: Classification: Complex Type of Transaction: General public of legal age (18 years old and above) FEES TO BE PROCESSING

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3.1 If there are discrepancies of entries between the endorsed document and the original document from the archive, the document pulled-out from the archives, and if clear copy, will scanned and approved			
	6.3.2 If the original pulled-out from the archives has blurred entries and with discrepancy of entries, indicate in the evaluation form the discrepancies			
	6.3.3 Prepare a feedback notice to indicate the disapproval of the EE document using EE system			
	7. Verify the specimen signature of the issuing LCR/CCR  7.1 If the specimen signature of the scanned documents passed the verification, approved the document  7.2 If document image did not pass specimen verification, disapproved with feedback	None	1 hour per batch of 12 documents	Electronic Endorsement Approver, PMU Supervisor RO III, PMU Chief, CRMD

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS

Special Cases: Those for manual retrieval at the Central Archives which requires two (2) working days to pulled-out the original document will be adjusted to 10 working days

#### Approved

#### **CLAIRE DENNIS S. MAPA, PhD**

UNDERSECRETARY
NATIONAL STATISTICIAN AND CIVIL REGISTRAR GENERAL



ooking for other PSA Service can the QR code and brows earch for other available PS ervices through our

SCAN ME