

## 5. Payment of Legal Instruments

A legal instrument is a formally executed written document. A legal instrument states some contractual relationship or grants some right. It formally expresses a legally enforceable act, process, or contractual duty, obligation, or right. Additionally, a legal instrument evidences the act and the process of preparing a legal instrument or an agreement.

<b>Office or Divisions:</b>	CITY TREASURER'S OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transactions:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Anyone who needs legal instruments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment.  1.1 Issue the Official Receipt.	<b>Legal Instruments:</b>  1. Legitimation P 1,000.00 2. Affidavit of Reappearances P 200.00	2 minutes	Carina Theresa Bulan Clerk II City Treasurer's Office  Albert Maddara RCC III

		<p>3. Marriage Settlement P 500.00</p> <p>4. Admission of Paternity/Acknowledgement P 1,000.00</p> <p>5. Authority to Use the Surname of the Father P 1,000.00</p> <p>6. Other registrable legal instruments/documents P 200.00</p> <p>Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.</p>		<p>City Treasurer's Office</p> <p>Ruben S. Calimag RCC III City Treasurer's Office</p>
2. Return to the Office of the City Civil Registrar and claim the requested Legal instruments.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	<p>Carina Theresa Bulan Clerk II City Treasurer's Office</p> <p>Albert Maddara RCC III City Treasurer's Office</p> <p>Ruben S. Calimag RCC III</p>

				City Treasurer's Office
	<b>TOTAL:</b>		3 minutes	