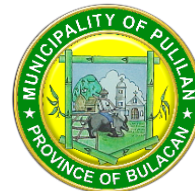


# **POPULATION AND DEVELOPMENT OFFICE**

## **EXTERNAL SERVICES**

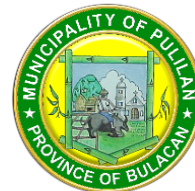


## A. ISSUANCE OF CERTIFICATION FOR BIRTH, DEATH AND MARRIAGE

Certification issued to requesting clients using the Pulilan Population Information System for records regarding Birth, Death and Marriage.

<b>Office or Division:</b>		<b>POPULATION OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Client		
<b>Who may avail:</b>		Client		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Pulilan Population Information System	1.1. Verify information given in the database	None	3 minutes	Clerk (Population and Development Office)
	1.2 Print and released requested certification.	None	2 minutes	Clerk (Population and Development Office)
	<b>TOTAL:</b>	<b>None</b>	<b>5 minutes</b>	

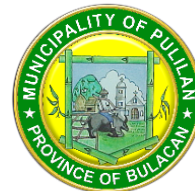
*Note: For Marriage Certification – all contracting parties must personally attend a minimum of 4 hours session and 3 hours for pre-marriage counseling.*



## B. PHILHEALTH ASSISTANCE APPLICATION – POINT OF SERVICE

The PhilHealth Assistance (Point of Service) at the Population and Development Office is a program aimed at providing immediate health coverage to eligible individuals and families who require access to healthcare services. This initiative is particularly designed to facilitate the registration and enrollment of beneficiaries in the Philippine Health Insurance Corporation (PhilHealth) system, ensuring they can access necessary medical care.

<b>Office or Division:</b>		<b>POPULATION OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Client		
<b>Who may avail:</b>		Local Citizen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. 1 photocopy of Birth Certificate</li> <li>2. 1 photocopy of Marriage Cert.</li> <li>3. Original Barangay Indigency</li> <li>4. 1 photocopy of valid ID</li> <li>5. If Requestor is NOT the Patient - Authorization Letter</li> <li>6. Hospital Certification</li> </ol>		MCR/PSA MCR/PSA Barangay Hall Patient and Authorize Representative Client  Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Philhealth PMRF Form and present required documents.	1.1. Receive and review completely filled-up form.	None	5 minutes	<i>Population Focal Person Clerk</i> (Population and Development Office)
	1.2. Verify information in the PPDIS and issue financial incapable certification.	None	3 minutes	<i>Population Focal Person Clerk</i> (Population and Development Office)
<b>TOTAL:</b>		<b>None</b>	<b>8 minutes</b>	

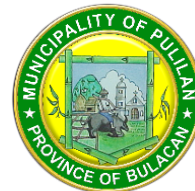


### C. DEMOGRAPHIC DATA REQUEST

This service offers specific demographic data, such as population statistics, birth and death rates, age distribution, and migration patterns. Clients, researchers, and government institutions use this data for planning, policy-making, development projects, academic research, and public service.

To request data, parties must submit a formal letter or complete a request form detailing their needs and purpose. The office processes the request while ensuring data accuracy, timeliness, and relevance to the request, complying with data privacy laws.

<b>Office or Division:</b>		<b>POPULATION OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Client G2G – Government to Government		
<b>Who may avail:</b>		Client		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter 2. 1 photocopy of valid ID		Client Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents.	1.1. Receive and review documents submitted.	None	3 minutes	<i>Population Focal Person</i> (Population and Development Office)
	1.2. Verify information in the PPDIS and issue requested data.	None	3 minutes	<i>Population Focal Person</i> (Population and Development Office)
<b>TOTAL:</b>		<b>None</b>	<b>6 minutes</b>	



#### D. ISSUANCE OF OTHER CERTIFICATIONS

Certification issued to requesting government agencies using the Pulilan Population Information System regarding demographic information records.

<b>Office or Division:</b>		<b>POPULATION OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Different Government Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter 2. 1 photocopy of valid ID		Requesting Government Agency Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter.	1.1. Receive request letter and verify information in the PPDIS.	None	3 minutes	<i>Population Focal Person Clerk</i> (Population and Development Office)
	1.2. Print and issue certification.	None	3 minutes	<i>Population Focal Person Clerk</i> (Population and Development Office)
<b>TOTAL:</b>		<b>None</b>	<b>6 minutes</b>	