



4. Petition for Administrative Naturalization

This service facilitates the submission and processing of petitions under Republic Act (R.A.) No. 9139 for Philippine citizenship of aliens born and residing in the Philippines.

The Special Committee on Naturalization (SCN) oversees the administrative naturalization process and has authority to grant or deny applications based on the evidence submitted. The SCN is chaired by the Solicitor General, with the Secretary of Foreign Affairs (DFA) or his/her representative, and the National Security Adviser (NSA), as members. The Committee is supported by the SCN Secretariat and the Technical Working Group (TWG) composed of Naturalization Review Officers (NROs).

Office or Division:	Special Committee on Naturalization (SCN), Special Committee on Naturalization Secretariat (SCN Secretariat), and Special Committee on Naturalization Technical Working Group (SCN TWG) and Cash Division, Financial Management Service, Office of the Solicitor General
Classification:	Highly Technical; Quasi-Judicial
Type of Transaction:	Government to Citizen
Who may avail:	<p>Aliens applying for Filipino citizenship, provided they possess the following qualifications:</p> <ol style="list-style-type: none"> 1. The petitioner must have been born in the Philippines. 2. The petitioner must have been residing in the Philippines since birth. 3. The petitioner must be at least eighteen (18) years of age at the time of filing his/her petition. 4. The petitioner must be of good moral character. 5. The petitioner must believe in the underlying principles of the Constitution. 6. The petitioner must have conducted himself/herself in a proper and irreproachable manner throughout his/her entire period of residence in the Philippines, in relation to the duly constituted government as well as the community in which he/she lives. 7. The petitioner must have received his/her primary and secondary education in any public or private educational institution duly recognized by the Department of Education, Culture and Sports (DECS) or the Department of Education (DepEd), where Philippine history, government, and civics are taught and prescribed as part of the school curriculum, and where enrollment is not limited to any race or nationality.



	<p>8. If the petitioner has minor children, he/she must have enrolled them in similar schools.</p> <p>9. The petitioner must have a known trade, business, profession, or lawful occupation from which he/she derives income sufficient for his/her support and, if he/she is married and/or has dependents, also that of his/her family. This requirement shall not apply to petitioners who are college degree holders but are unable to practice their profession because they are disqualified from doing so by reason of their citizenship.</p> <p>10. The petitioner must be able to read, write, and speak Filipino or any of the dialects of the Philippines.</p> <p>11. The petitioner must have mingled with Filipinos and must show a desire to learn and embrace the customs, traditions, and ideals of the Filipino people.</p>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>FOR ORIGINAL PETITION WITH ANNEXES AND FIVE (5) SIMILAR PHOTOCOPIED SET</p> <p>1. Completed, signed, and notarized Petition for Naturalization.</p> <p>2. Supplemental Documents</p> <p>a. Birth Certificate - One (1) authenticated copy and five (5) photocopies of the petitioner's birth certificate.</p> <p>b. Alien Certificate of Registration (ACR) - One (1) certified true copy and five (5) photocopies of the petitioner's Alien Certificate of Registration (ACR).</p> <p>c. Native-Born Certificate of Residence (NBCR) - One (1) certified true copy and five (5) photocopies of the petitioner's NBCR, if applicable.</p> <p>d. Immigrant Certificate of Residence (ICR) - One (1) certified true copy and five (5) photocopies of the petitioner's Immigrant Certificate of Residence (ICR), if applicable.</p>	<p>1. SCN Secretariat, 2nd Floor, APMC Building</p> <p>a. Philippine Statistics Authority (PSA)</p> <p>b. Bureau of Immigration (BI)</p> <p>c. BI</p> <p>d. BI</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>e. Marriage Certificate - One (1) authenticated copy and five (5) photocopies of the petitioner's marriage certificate, if applicable.</p>	<p>e. PSA</p>
<p>f. Spouse's Death Certificate – One (1) authenticated copy and five (5) photocopies of the death certificate of his/her spouse, if applicable.</p>	<p>f. PSA</p>
<p>g. Court Decree – One (1) certified true copy and five (5) photocopies of the court decree annulling his/her marriage or granting legal separation, if applicable.</p>	<p>g. Regional Trial Court (RTC)</p>
<p>h. Minor Children's Birth Certificates – One (1) authenticated copy and five (5) photocopies of the birth certificate(s) of the petitioner's minor child(ren).</p>	<p>h. PSA</p>
<p>i. Minor Children's ACRs – One (1) certified true copy and five (5) photocopies of the ACRs of the petitioner's minor child(ren).</p>	<p>i. BI</p>
<p>j. Minor Children's NBCRs – One (1) certified true copy and five photocopies of the NBCRs of the petitioner's minor child(ren).</p>	<p>j. BI</p>
<p>k. Affidavit of Financial Capacity/Support – One (1) original copy and five (5) photocopies of duly notarized affidavit executed by the petitioner or supporting parent/legal guardian.</p> <p>This affidavit must be supported by bank certifications, passbooks, stock certificates, certificate of employment, proof of income and ownership of other properties. For each supporting document, submit one (1) original copy and five (5) photocopies.</p> <p>l. Affidavits of Credible Witnesses – One (1) original copy and five (5) photocopies of duly notarized affidavits</p>	<p>k. Petitioner, Banks, Corporations, Employer</p> <p>l. Petitioner National Bureau of Investigation (NBI) Local Civil Registrar (LCR)</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>of at least two (2) credible witnesses who are Filipino citizens and of good reputation in their place of residence.</p> <p>This affidavit must be supported by the witnesses' NBI clearance, photocopy of Philippine Identification or any valid government-issued identification card and proof of Filipino citizenship. For each supporting document, submit one (1) original copy and five (5) photocopies.</p> <p>m. Medical Certificate – One (1) original and five (5) photocopies of the medical certificate issued by a government hospital stating that the petitioner is not suffering from mental alienation, is not a user of prohibited drugs nor otherwise drug-dependent, and is not afflicted with acquired immune deficiency syndrome (AIDS) or any incurable contagious disease.</p> <p>The certificate must include the results of the Drug Test, HIV/AIDS Test, and Neuro-Psychiatric Examination.</p> <p>n. Educational Documents (Petitioner) – One (1) certified true copy, with school seal, and five (5) photocopies of the petitioner's diploma and transcript of records from the school(s) attended in the Philippines.</p> <p>NOTE: In case the transcript of records or diploma is lost, or if the school has already closed, a certification from the school or from the Department of Education, Culture and Sports (DECS)/Department of Education (DepEd) having jurisdiction over the school must be submitted.</p> <p>o. Educational Documents (Minor Children) – One (1) certified true copy and five (5) photocopies of the diploma, transcript of records, and certification from the school of the petitioner's minor</p>	<p>Department of Foreign Affairs (DFA) PSA</p> <p>m. Government Hospitals</p> <p>n. Institution recognized by the Department of Education, Culture and Sports (DECS)/Department of Education (DepEd)</p> <p>o. Institution recognized by the DECS/DepEd</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>child(ren) stating that the child(ren) are enrolled in public schools or private educational institutions duly recognized by the (DECS)/(DepEd), where Philippine history, government, and civics are taught as part of the prescribed curriculum, and where enrollment is not limited to any race or nationality.</p> <p>p. Petitioner’s or Supporting Parent(s)’ /Legal Guardian’s Income Tax Returns – One (1) certified true copy and five (5) photocopies of the income tax returns of petitioner or supporting parent(s)/legal guardian for the past three (3) years.</p> <p>q. Income Tax Payment Receipts – Six (6) photocopies of the receipts evidencing payment of income tax of the petitioner or supporting parent(s)/legal guardian for the past three (3) years.</p> <p>r. Clearances – One (1) original and five (5) photocopies of clearances from the following institutions:</p> <ul style="list-style-type: none"> • National Bureau of Investigation (NBI) • Regional Trial Court (RTC) in the place of residence • Metropolitan/Municipal Trial Court (MeTC/MTC) in the place of residence • Prosecutor’s Office in the place of residence • Philippine National Police (PNP) • Barangay in the place of residence <p>s. Other Relevant Documents – One (1) original and five (5) photocopies of each document that the petitioner may wish to attach in support of the petition, such as Special Investor’s Resident Visa Certificate, proof of affiliations and photographs, Community Tax Certificate, and naturalization documents of relatives.</p>	<p>p. Bureau of Internal Revenue (BIR)</p> <p>q. BIR</p> <p>r. NBI RTC MeTC/MTC Prosecutor’s Office PNP Barangay</p> <p>s. Petitioner</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>NOTE: Submission of the above documents does not guarantee approval of the petition. Additional documents may be required to determine the sufficiency of the petition. All originals must be presented upon submission.</p> <p>FOR DERIVATIVE PETITION (WIFE)</p> <ol style="list-style-type: none"> 1. Completed, signed, and notarized Petition for Naturalization. 2. Supplemental Documents <ol style="list-style-type: none"> a. Birth Certificate - One (1) authenticated copy and five (5) photocopies of the petitioner's birth certificate. b. Alien Certificate of Registration (ACR) - One (1) certified true copy and five (5) photocopies of the petitioner's Alien Certificate of Registration (ACR). c. Native-Born Certificate of Residence (NBCR)- One (1) certified true copy and five (5) photocopies of the petitioner's Native-Born Certificate of Residence (NBCR), if applicable. d. Immigrant Certificate of Residence (ICR) – One (1) certified true copy and five (5) photocopies of the petitioner's Immigrant Certificate of Residence (ICR), if applicable. e. Marriage Certificate - One (1) authenticated copy and five (5) photocopies of the petitioner's marriage certificate. f. Passport – Six (6) photocopies of the petitioner's latest passport bio-page (page 2). g. Clearances – One (1) original and five (5) photocopies of clearances from the following institutions: 	<ol style="list-style-type: none"> 1. SCN Secretariat, 2nd Floor, APMC Building <ol style="list-style-type: none"> a. PSA b. BI c. BI d. BI e. PSA f. Embassies having jurisdiction over the petitioner g. NBI RTC MeTC/MTC/MCTC



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • National Bureau of Investigation • Regional Trial Court in the place of residence • Metropolitan/Municipal Trial Court/Municipal Circuit Trial Court (MeTC/MTC/MCTC) in the place of residence • Prosecutor's Office in the place of residence • Philippine National Police • Barangay in the place of residence <p>h. Medical Certificate - One (1) original and five (5) photocopies of the medical certificate issued by a government hospital stating that the petitioner is not suffering from mental alienation, is not a user of prohibited drugs or otherwise drug-dependent, and is not afflicted with acquired immune deficiency syndrome (AIDS) or any incurable contagious disease.</p> <p>The certificate must include the results of the Drug Test, HIV/AIDS Test, and Neuro-Psychiatric Examination</p> <p>i. Minor Children's Birth Certificates – One (1) authenticated and five (5) photocopies of the birth certificate(s) of the petitioner's minor child(ren).</p> <p>j. Other Relevant Documents – One (1) original and five (5) photocopies of each document that the petitioner may wish to attach in support of the petition, such as Special Investor's Resident Visa Certificate, proof of affiliations and photographs, Community Tax Certificate, and naturalization documents of relatives.</p> <p>NOTE: Submission of the above documents does not guarantee approval of the petition. Additional documents may be required to determine the sufficiency of the petition. All</p>	<p>Prosecutor's Office PNP Barangay</p> <p>h. Government Hospital</p> <p>i. PSA</p> <p>j. Petitioner</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>originals must be presented upon submission.</p> <p>FOR DERIVATE PETITION (CHILDREN)</p> <ol style="list-style-type: none"> 1. Completed, signed, and notarized Petition for Naturalization. 2. Supplemental Documents <ol style="list-style-type: none"> a. Birth Certificate - One (1) authenticated copy and five (5) photocopies of the petitioner's birth certificate. b. Alien Certificate of Registration (ACR) - One (1) certified true copy and five (5) photocopies of the petitioner's Alien Certificate of Registration (ACR). c. Native-Born Certificate of Residence (NBCR) - One (1) certified true copy and five (5) photocopies of the petitioner's Native-Born Certificate of Residence (NBCR), if applicable. d. Immigrant Certificate of Residence (ICR) – One (1) certified true copy and five (5) photocopies of the petitioner's Immigrant Certificate of Residence (ICR), if applicable. e. Passport – Six (6) photocopies of the petitioner's latest passport bio-page (page 2). f. Medical Certificate - One (1) original and five (5) photocopies of the medical certificate issued by a government hospital. g. Educational Documents (Minor Children) – One (1) certified true copy and five (5) photocopies of the diploma, transcript of records, and certification from the school of the minor petitioner stating he or she is enrolled in public schools or private educational 	<ol style="list-style-type: none"> 1. SCN Secretariat, 2nd Floor, APMC Building <ol style="list-style-type: none"> a. PSA b. BI c. BI d. BI e. Embassies having jurisdiction over the petitioner. f. Government Hospital g. Institution recognized by the DECS/DepEd



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>institutions duly recognized by the DECS/DepEd, where Philippine history, government, and civics are taught as part of the prescribed curriculum, and where enrollment is not limited to any race or nationality.</p> <p>NOTE: Submission of the above documents does not guarantee approval of the petition. Additional documents may be required to determine the sufficiency of the petition. All originals must be presented upon submission.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Inquire at the SCN Office through any of the following means:</p> <p>1.1. In person at the 2nd floor, APMC Building</p> <p>1.2. Via telephone at (02) 8988-1674 local 663</p> <p>1.3. Via email at scn@osg.gov.ph.</p>	<p>1. Ask first whether the inquirer was born in the Philippines.</p> <p>1.1. If yes, provide the requested information.</p> <p>1.2. If no, promptly refer the inquirer to the Docket Management Service.</p>	None	<p>1 hour</p> <p>45 minutes</p> <p>15 working days</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>2. If the client decides to file a petition, proceed to the SCN Office, 2nd Floor, APMC Building to procure the Petition form.</p>	<p>2. Inform the client that payment of the Petition form fee is required before the form is provided.</p>	None	15 minutes	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Receive the Order of Payment and proceed to Window 2, Lobby, OSG Main Building, to pay the Petition form fee.	2.1. Issue an Order of Payment to the client and instruct him or her to proceed to Window 2, Lobby, OSG Main Building, to pay the Petition form fee.	None	30 minutes	Responsible for Personnel Designation – Executive Director, SCN Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
2.2. Pay the Petition form fee.	2.2. Process the payment and issue the Official Receipt (O.R.).	₱1000	10 minutes	Collecting Officer, Cash Division, Financial Management Service Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
2.3. Return to the SCN Office and present the OR to the SCN staff.	2.3. Receive and verify the OR, affix the “PAID” stamp, and photocopy it.	None	15 minutes	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.4. Receive the Petition Form, the list of required supporting documents, the original OR, and note that the filing fee shall be paid through Manager's Check.</p>	<p>2.4. Provide the Petition Form, list of required supporting documents, and the original OR, and inform the client that the filing fee shall be paid through Manager's Check.</p>	<p>None</p>	<p>10 minutes</p>	<p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Senior Administrative Assistant III / Administrative Assistant III, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>3. Once the required supporting documents are complete, file the petition with the supporting documents at the SCN Office, 2nd Floor, APMC Building and wait while the SCN staff reviews the Petition and supporting documents.</p> <p>3.1. If the Petition is sufficient:</p> <p>a. Give the Manager's</p>	<p>3. Conduct pre-evaluation of the Petition and the submitted supporting documents to determine its sufficiency.</p> <p>3.1. If the Petition is sufficient:</p> <p>a. Photocopy the</p>	<p>None</p>	<p>1 hour</p> <p>30 minutes</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Senior Administrative Assistant III / Administrative Assistant III</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Check, receive the Order of Payment, and proceed to Window 2, Lobby, OSG Main Building, to pay the filing fee.</p> <p>b. Pay the filing fee.</p> <p>c. Return to the SCN Office and present the OR to the SCN staff.</p>	<p>Manager's Check, issue the Order of Payment, and advise the client to proceed to Window 2, Lobby, OSG Main Building, to pay the filing fee.</p> <p>b. Process the payment and issue the Official Receipt (O.R.).</p> <p>c. Receive and verify the OR, affix the "PAID" stamp and the machine-applied receipt date/ petitioner number on the submitted documents and</p>	<p>None</p> <p>₱39,000</p> <p>None</p>	<p>10 minutes</p> <p>1 hour</p>	<p>(or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Collecting Officer, Cash Division, Financial Management Service</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p> <p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>d. Receive the original OR and the receiving copy.</p> <p>3.2. If the Petition is insufficient, receive the returned Petition and comply with the required corrections or submit the lacking supporting documents.</p>	<p>photocopy the OR.</p> <p>d. Return the original OR and provide the client's receiving copy.</p> <p>3.2. If the Petition is insufficient, return it to the client and provide instructions for compliance.</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>30 minutes</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>4. Wait for feedback and further instructions.</p>	<p>4. Assign the Petition to the Naturalization Review Officer.</p>	<p>None</p>	<p>3 working days</p>	<p>Senior Administrative Assistant III / Administrative Assistant III</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p>(or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>5. Wait while the Petition is evaluated.</p> <p>5.1. If sufficient, wait for feedback and further instructions.</p> <p>5.2. If insufficient, submit the required additional documents.</p>	<p>5. Evaluate the Petition for sufficiency in form and substance.</p> <p>5.1. If sufficient, endorse it to SCN Secretariat for publication and transmittal to the concerned agencies.</p> <p>5.2. If insufficient or defective, inform the petitioner and require them to submit additional requirements or to rectify the Petition.</p>	None	10 working days	<p>Naturalization Review Officer</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>6. Wait for feedback and further instructions.</p>	<p>6. Assign the Petition on a rotational basis to an accredited newspaper publisher for publication by the petitioner.</p>	None	5 working days	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare the Notice of Publication and referral letters to the concerned government agencies for verification.			Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
7. Wait for feedback and further instructions.	7. Send the referral letters to the concerned government agencies (NBI, LRA, PSA, NICA, DFA, BI) and Notice of Publication to the petitioner.	None	1 day	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
8. Cause the Petition to be published through an accredited newspaper publisher.	8. Await the petitioner's compliance with the publication of the Petition and the submission of verification reports from the concerned government agencies.	None	Approximately one (1) year from the dispatch of the referral letters and the issuance of the notice of publication (<i>subject to the agencies' and petitioner's respective compliance periods</i>)	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>9. Wait while the reports from the concerned government agencies and the petitioner's compliance with the publication requirement are evaluated.</p> <p>9.1. If the reports and compliance are satisfactory, receive the schedule for the written and oral evaluation/ interview for the petitioner and his/her witnesses.</p> <p>9.2. If not satisfactory, comply with the requirements or instructions provided.</p>	<p>9. Evaluate the reports from the concerned government agencies and the petitioner's compliance with the publication requirement:</p> <p>9.1. If the reports and compliance are satisfactory, send a notice of interview to the petitioner and his/her witnesses for the written and oral evaluation/ interview.</p> <p>9.2. If the reports and compliance are not satisfactory, require further compliance from the petitioner or the concerned government agency, as applicable.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 working days <i>(The interview will be conducted within two months from the date of the interview notice or the most recent compliance)</i></p> <p>5 working days</p> <p>5 working days</p>	<p>Naturalization Review Officers</p> <p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>10. Attend the written and oral evaluation/ interview as scheduled.</p>	<p>10. Conduct the required interviews and require additional documents from the petitioner, if necessary.</p>	<p>None</p>	<p>Total of 8 hours</p>	



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	10.1. Administer the written examination to the petitioner.	None	2 hours	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat)
	10.2. Conduct the interview of the petitioner.	None	3 hours	Naturalization Review Officer
	10.3. Conduct the interviews of the petitioner's witnesses.	None	1.5 hours per interviewee	Naturalization Review Officer Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
11. Wait for feedback and further instructions.	11. Prepare the evaluation and recommendation report.	None	Within 90 calendar days from the interview/ re-interview or from the complete and compliant submission of the last required document.	Naturalization Review Officer Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
12. Wait for feedback and further instructions.	12. Review the evaluation and recommendation report.	None	Within 30 calendar days from the submission of the evaluation and recommendation report.	Executive Director, SCN No immediate supervisor designated, as this function is exclusively performed by the Special



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Committee on Naturalization
13. Wait for feedback and further instructions.	13. Schedule the reviewed evaluation and recommendation reports for deliberation by the Committee.	None	Within 90 calendar days from the review of the evaluation and recommendation report or subject to the availability of the Committee Members	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
14. Wait for feedback and further instructions.	14. Conduct deliberation on the petitions for final evaluation and decision.	None	4 hours	Special Committee on Naturalization No immediate supervisor designated, as this function is exclusively performed by the Special Committee on Naturalization
15. Receive the notice of approval or denial of the petition. 15.1. Receive the Notice of Approval, Notice of Payment for the naturalization	15. Send notice of approval or denial of the petition. 15.1. Send the Notice of Approval, Notice of Payment for the naturalization	None	Within 15 working days from the Committee's deliberation	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>fees, the oath-taking requirements and note that the naturalization fee shall be paid through Manager's Check.</p> <p>15.2. Receive the notice of disapproval of the petition.</p>	<p>fee, the oath-taking requirements and inform the client that payment shall be made through Manager's Check.</p> <p>15.2. Send notice of disapproval of the petition.</p>			<p>Responsible for Personnel Designation – Executive Director, SCN</p>
<p>16. Proceed to the SCN Office, 2nd Floor, APMC Building to submit the oath-taking requirements and to pay the naturalization fee.</p> <p>16.1. If the oath-taking requirements are complete:</p> <p>a. Give the Manager's Check, receive the Order of Payment, and</p>	<p>16. Receive the submitted oath-taking requirements and check for completeness.</p> <p>16.1. If the oath-taking requirements are complete:</p> <p>a. Photocopy the Manager's Check, issue the Order of Payment, and advise</p>	<p>None</p> <p>None</p>	<p>45 minutes</p> <p>30 minutes</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat)</p> <p>Immediate Supervisor Responsible for</p>



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<p>proceed to Window 2, Lobby, OSG Main Building, to pay the naturalization fee.</p>	<p>the client to proceed to Window 2, Lobby, OSG Main Building, to pay the naturalization fee.</p>			<p>Personnel Designation – Executive Director, SCN</p>
<p>b. Pay the naturalization fee.</p>	<p>b. Process the payment and issue the Official Receipt (O.R.).</p>	<p>₱100,000</p>	<p>10 minutes</p>	<p>Collecting Officer, Cash Division, Financial Management Service</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<p>c. Return to the SCN Office and present the OR to the SCN staff.</p>	<p>c. Receive and verify the OR, affix the “PAID” stamp, and photocopy it.</p>	<p>None</p>	<p>15 minutes</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>d. Receive the original OR from</p>	<p>d. Return the original OR to the client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Senior Administrative Assistant III / Administrative Assistant III</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>the SCN staff.</p> <p>16.2. If the oath-taking requirements are incomplete, comply with the instructions of the SCN staff.</p>	<p>16.2. If the oath-taking requirements are incomplete, receive the submitted documents and require compliance with the lacking requirements.</p>	<p>None</p>	<p>10 minutes</p>	<p>(or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p> <p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN</p>
<p>17. Receive the notice of the oath-taking ceremony.</p>	<p>17. Send the notice of the oath-taking ceremony and prepare the Certificate of Naturalization and the Oath of Allegiance.</p>	<p>None</p>	<p>Two (2) months after deliberation, subject to the availability of the SCN Committee members</p>	<p>Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat</p> <p>Immediate Supervisor Responsible for Personnel Designation –</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Executive Director, SCN
18. Appear for the oath-taking ceremony and sign the Certificate of Naturalization and the Oath of Allegiance.	18. Administer the oath of successful petitioners at the OSG office.	None	3 hours	Solicitor General SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
19. Wait for feedback and further instructions.	19. Sign the Certificate of Naturalization and the Oath of Allegiance.	None	10 working days from oath-taking	Solicitor General Executive Director SCN Secretariat Immediate Supervisor Responsible for Personnel Designation – Executive Director, SCN
20. Receive the original copies of the Certificate of Naturalization and Oath of Allegiance.	20. Send the original Certificate of Naturalization and Oath of Allegiance to the petitioner and provide certified copies to the Bureau of Immigration (BI) and the concerned Local Civil Registrar (LCR) for appropriate action.	None	5 working days	Senior Administrative Assistant III / Administrative Assistant III (or any designated SCN staff, SCN Secretariat Immediate Supervisor Responsible for Personnel Designation –



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Executive Director, SCN
		₱140,000	Approximately two (2) years	