

# FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : CITY CIVIL REGISTRAR

Budget Year: : 2012

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## I. FUNCTIONAL STATEMENT

1. File registration certificates and documents presented for entry.
2. Compile the same monthly and prepare, send any information required by the Civil Registrar General.
3. Issue certified transcripts or copies of any certificate or document registered, upon payment of proper fees to person/s qualified according to law.
4. Order the binding properly classified of all certificates or documents registered during the year.
5. Submits to the Civil Registrar General during the first 10 days of each month, a copy of all entries made covering the preceding month.
6. Index all entries to facilitate search and identification in case any information is required.
7. Administer oaths, free of charge for civil register purpose. (Sec. 12, Act 3753).
8. Accept all registered documents and judicial decrees/orders affecting the civil status of a person.
9. File, keep and preserve in a secured place the register books required by law, namely:
  - a. Register of Births
  - b. Register of Findings
  - c. Register of Deaths
  - d. Register of Marriages
  - e. Register of Court Decrees/Orders
  - f. Register of Legal Instruments
  - g. Register of Application for Marriage License (Art. 25, Family Code)
10. Transcribed and enter immediately upon receipt all registered documents and judicial decrees affecting the civil status of person(s) in the appropriate civil registry book.
11. Receive application for marriage license and after determining that the requirements and supporting documents and the reglementary publication period thereof have been complied with, shall issue the marriage license upon payment of the authorized fees to the City Treasurer.
12. Coordinate with the Civil Registrar General in conducting educational campaign for vital registration and assist in the preparation of demographic and statistic in the Local Government concerned. (Art.9, Sec. 479. The Local Government Code of the 1991).
13. File, keep and preserve civil registry records as per archival system as mandated by the Local Government Code of the 1991, Sec. 479.
14. Submit status report on the condition of registry documents filed in the civil registry office wherever there are changes in the previous status of files.
15. Reconstruct destroyed civil registry records upon compliance with the requirements following the procedures established by the office of the City Civil Registrar General.
16. Perform such other functions as mandated by the Local Government Code.

## II. OBJECTIVES

1. To keep records of events, acts legal instruments and court decrees concerning the civil status of persons within its area of jurisdiction, aimed at standardizing the civil registration system, resulting to current, complete and accurate vital statistics.
2. To be able to adopt a systematic and effective filing, keeping and preservation of civil registry records as per archival system mandated by the Local Government Code, and to reconstruct destroyed civil registry records.
3. To be able to effectively operate in accordance with the laws concerning civil registration with the end view of streamlining the process of delivering the basic services to the public.

### III. PROJECTS/ACTIVITIES

Reference Code (1)	Program/Projects/Activity (2)	Cost (3)	Performance Output Indicator (4)	Annual Targets (5)	Implementation Schedule	
					From (6)	To (7)
1051-1-1	1. Register Civil Registry records as mandated by Civil Registry Law (Act No. 3753) Birth Certificate Marriage Certificate Death Certificate Court orders/decision Adoption Foundling	198	Systematic and retrieval of records in conjunction with archival system File, Keeps and preserve civil registry records for the benefits of Naga City constituents and other municipality	11,500 birth Cert. 1,500 marriage License	Jan	Dec
1051-1-2	Process & issue certified copies of the following civil registry records: SECPA Birth Certificate Marriage Certificate Death Certificate	50	100% accurate collection of civil registry fees as mandated by the city ordinance	1,000 cps 10,000 cps 1,500 cps 2,000 cps	Jan	Dec
1051-1-3	Register & process legal instruments court orders/decrees affecting the civil status of a person: Adoption Annulment of Marriage Change/Correction of Entries in Civil Records Acknowledgement of illegitimate children Legitimation of illegitimate children AUSF	50	Updates the status/legitimacy of every qualified children born in Naga City  100% accurate collection of civil registry fees as mandated by the city ordinance	500 Legal Instruments  100 court orders/decisions	Jan	Dec
	Register & Process Marriage Application : Receives and process application for marriage Issue marriage license	50	To strengthen family values 100% accurate collection of fees	700 marriages applicants  700 marriages license issued		
1051-1-4	Register and Process Administrative Petitions pursuant to Republic Act 9048: Petition for Correction of Clerical Errors in civil registry records:  Petition for Change of First Name in Certificate of Live Birth Indorsed approved petition of CFN & CCE to NSO, Manila for annotation	45	To change/correct and straighten the records of every Nagueños, bearing erroneous entries in their civil registry records, that could affect their records in school, employment, travel abroad and for whatever legal purposes 100% accurate collection of fees	400 CCE petitions  50 CFN petitions	Jan	Dec
1051-1-5	Mobile passport services	69	To be able Naga City constituents secure their passport without experiencing tedious and tiring processes	600 applicants	Jan	Dec
1051-1-6	Mass Wedding		To facilitate mass wedding quarterly to different	100 chapter	Jan	Dec

		36	barangay in Naga City in order to strengthen family values			
1051-1-7	Conducts mobile registration to different barangay in Naga City	50	To achieve 100% registration of birth occurrences in Naga City To help Naga City constituents, have their birth certificate recorded specially those children age 0 to 18 yrs. old	300 children	Jan	Dec
	TOTAL	548				