

MUNICIPAL REGISTRY OFFICE
ANNUAL ACCOMPLISHMENT REPORT- CY 2019

Civil Registration plays a very important role in the lives of an individual. From the moment of his existence in this planet, together with the changes in the status that occur during his lifetime until his departure in this complicated world, these vital events should be properly recorded and registered. Registered documents have legal, administrative and statistical values and uses. They are public documents and are *prima facie* evidence of the truth that contained therein. The data that can be extracted from these documents are used by government policy-makers and planners in planning for social and economic development of a country.

We, at the Office of The Municipal Civil Registrar, properly and diligently carry out and perform the mandates as what was stated in the Local Government Code of 1991 for the good and welfare of the constituents and the government. Our Office is manned by two (2) permanent employees and one (1) job order employee.

Considering our strengths and limitations, we have accomplished the following in CY 2019:

I. Received, registered, encoded and entered in the civil registry books:

A. LIVE BIRTHS

- 108 - Timely Registered
- 234 - Delayed Registered
- 21 - Registered pursuant to Rule 20 of Adm. Order No. 1 S. 1993
(Out-of-Town Reporting)
- 363 - Total Registered Live Births for CY 2019
- 3 - Endorsed to Other Municipality/City for Registration pursuant to Rule 20 of Admin
Order No. 1 S 1993
- 2 - Supplemental Report of Birth

B. MARRIAGES

62 - Timely Registered

2 - Delayed Registered

64 - Total Registered Marriages for CY 2019

34 - Marriage Solemnized under Religious Rites

30 - Marriage Solemnized under Civil Rites (Municipal Mayor)

C. DEATHS

53 - Timely Registered

4 - Delayed Registered

D. MARRIAGE LICENSE

63 - Marriage Licenses issued and released

II. Received, registered and annotated in the Civil Registry Books

1. LEGAL INSTRUMENTS

121 - Affidavit to Use the Surname of the Father (RA 9255)

7 - Affidavit of Admission of Paternity

17 - Legitimation by the Subsequent Marriage of Parents

2. COURT DECREES/ ORDERS

1 - Nullity of Marriage

1 - Adoption

3. QUASI-JUDICIAL FUNCTIONS (CLERICAL ERROR LAW)

- 4 - RA 9048 - Change of First Name (RA 9048)
- 27 - RA 9048 - Correction of Clerical Error
- 7 - RA 10172 - Correction in the Date of Birth (Day & Month) and Sex

4. TRAININGS/SEMINARS/CONVENTIONS ATTENDED

- a. March 4-8, 2019 - Leyte Academic Center

Candahug, Palo, Leyte

"National Convention and Congress of Civil Registry Personnel and Implementing Partners in Civil Registration"

- b. July 25, 2019 - Municipal Training Center

LGU-Santa Fe, Romblon

"Orientation on Adoption and Foster Care Laws"

- c. Sept. 24-26, 2019 - Makiling Highlands Resorts

Brgy. Pansol, Calamba, Laguna

"Inclusive and Responsive CRVS: Working Smarter Through Innovation"

- d. Dec. 16, 2019 - Mahalta Resort and Convention

Brgy. Parang, Calapan, Oriental Mindoro

"Briefing on Decentralized Copy Annotation Project"

III. OTHER ACTIVITIES

- 1. Issued and released Three Hundred Fifty (350) photocopies of civil registry documents to clients
- 2. Out of 363 registered births, 150 documents was endorsed in advanced to different PSA Serbilis Outlets in the country

3. Processed and facilitate Four Hundred Twenty Two (422) clients' request for Security Paper (SECPA)/ PSA Copy

4. Conducted two (2) Free Mass Wedding; February 26, 2019 and December 18, 2019

1. FREE MASS WEDDING- FEBRUARY 26, 2019

Children's Paradise, Poblacion, Santa Fe, Romblon





2. FREE MASS WEDDING - DECEMBER 18, 2020

SB Session Hall, Municipal Bldg., Poblacion, Santa Fe, Romblon











