

MUNICIPAL CIVIL REGISTRY OFFICE

The year 2020 has been crucial to all of us. People around the world experienced the worst and deadly effect brought by corona virus pandemic. But as long as we are here in this wonderful planet, life must go on, just like civil registration. It is a continuous, permanent and compulsory recording of vital events in the life of an individual affecting his status in an appropriate registers as mandated by the Civil Registry Law.

This Mandates are properly carried out by this Office. We render civil registry services to our constituents diligently and responsively. Their queries and needs are properly addressed and acted. In addition to that, we strictly adheres to various civil registry laws, orders and guidelines issued by the Office of the Civil Registrar General.

The Office of the Municipal Civil Registrar 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 2020:

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

A. REGISTRATION OF LIVE BIRTHS

72 - Timely Registered

234 - Delayed Registered

6 - Registered pursuant to Rule 20 of Adm. Order No. S. 1993 (Out-of-Town Reporting)

7 - Endorsed to other municipalities for Delayed Registration

B. REGISTRATION OF MARRIAGES

28 - Timely Registered

2 - Delayed Registered

Of the 30 registered marriages, 11 was solemnized according to Roman Catholic rites, 11 civil wedding (Mayor) and 1 by other religion.

C. MARRIAGE LICENSE - 24 marriage license issued and released

D. REGISTRATION OF DEATHS

55- Timely Registered

6 - Delayed Registered

II. Received, registered/entered & annotated in the civil registry books

A. LEGAL INSTRUMENTS

72 - Affidavit to Use the Surname of the Father (AUSF)

3 - Admission of Paternity

7 - Affidavit of Legitimation

B. QUASI-JUDICIAL FUNCTIONS (CLERICAL ERROR LAW)

13 - Correction of Clerical Error

1- Change of First Name



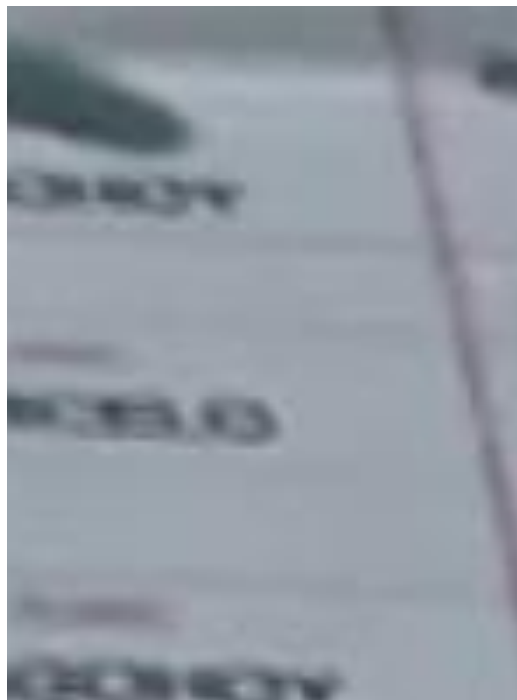
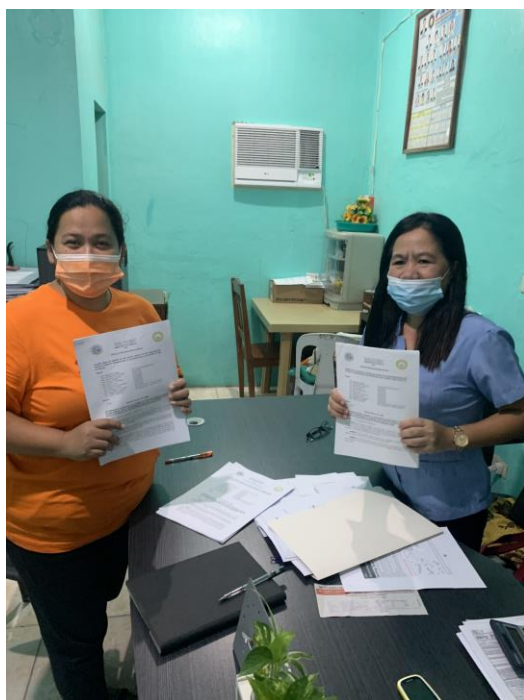
III. Other Related Civil Registry Services

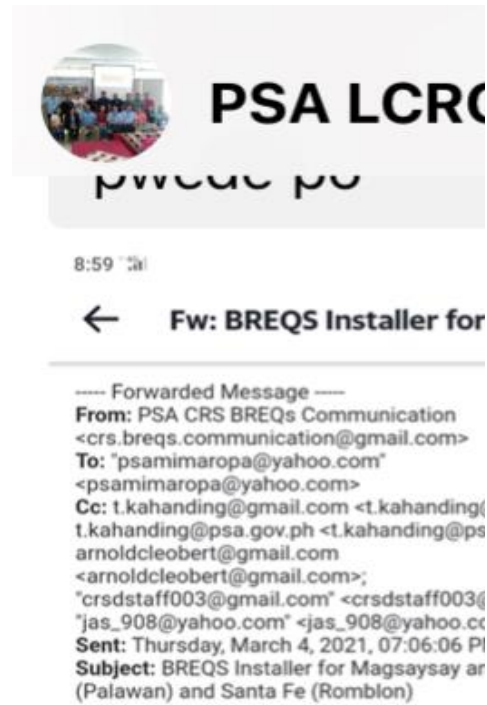
- * Out of Four Hundred Three (403) registered documents, ninety eight (98) of it was endorsed in advanced to Philippine Statistics Authority
- * Issued and released One Hundred Ninety (190) photocopies of civil registry documents
- * Attended Virtual Training on Decentralized Copy and Annotation Process (DeCAP) Training and Feedback Issuances and Guide to Compliance on December 1-2, 2020

IV. Other Accomplishments

1. **BATCH REQUEST SYSTEM**

Popularly known as BREQS, this system provides an offline method of encoding request for various PSA civil registry documents (birth, death, marriage and CENOMAR). The Memorandum of Agreement was entered into by the Philippine Statistics Authority and LGU-Santa Fe, Romblon on November 9, 2020. This additional service offered by our Office is of great help to the people of Santa Fe as well as to nearby municipalities whereby the constituents will no longer go to PSA serbilis outlet to secure authenticated PSA documents. BREQS is really beneficial to LGU especially this time of pandemic where travel is really limited and restricted. In addition to that, it also generates income for the LGU. Thus, BREQS, for us is service and income.





2. **FREE MASS WEDDING**

Despite many restrictions and hindrances brought by COVID 19 pandemic, our Office still pursue the conduct of free mass wedding. Provided, that health and safety protocols are well observed and strictly followed during the mass wedding. Our main objective is to help the couple legalize their union and make their children legitimate by subsequent marriage.

In this activity, the wedding venue and wedding reception was well prepared and decorated. LGU-Santa Fe provided foods for the wedding participants and special tokens were also given to respective couple. Cake slicing and tossing of wine was also offered to the newly weds.





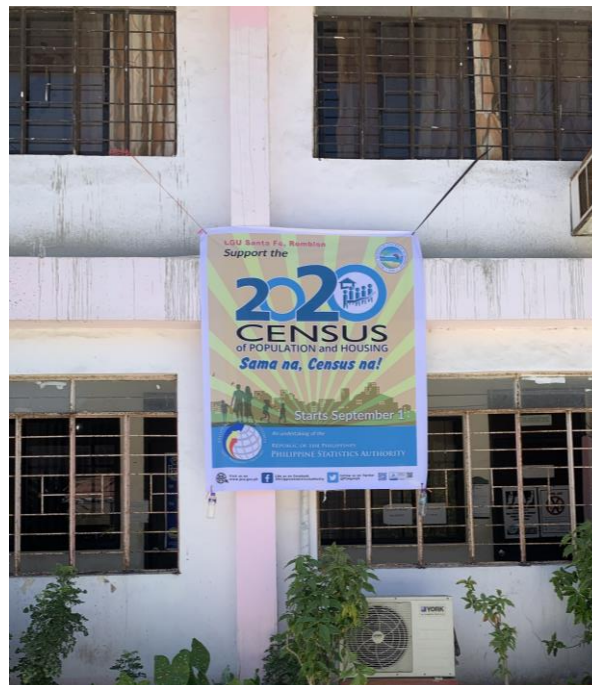






V. OTHER ACTIVITIES

1. CONVENING OF MUNICIPAL CENSUS & COORDINATION BOARD for 2020 CENSUS OF POPULATION & HOUSING



2. LGU ACTIVITIES

TREE PLANTING - LGU Municipal Farm



FAMILY DAY



