

ACCOMPLISHMENT REPORT



CY 2021

MUNICIPAL CIVIL REGISTRY OFFICE

Civil Registration plays an important role in the lives of every individual. It is said that vital events from “womb to tomb” of a person should be properly recorded and registered as mandated by the Civil Registry Law. Vital events are those which have to do with an individuals entrance into and departure from life, together with the changes in civil status which may occur to him during his lifetime. (*UN Handbook of Vital Statistics Methods, p.1*)

As the surge for Covid 19 continues in 2021, the Office of the Municipal Civil Registrar was not bothered by the increasing number of cases. Virtual trainings and meetings as well as National Conventions are regularly attended by our Office for us to keep abreast and updated with the current memorandas and circulars. We kept on browsing the Official website of the Philippine Statistics Authority, download and print new issuances which can be used and applied for possible transactions and references. We respectfully and humbly answered queries of our clients thru phone and messenger.

Despite our strenghts and limitations, we were able to accomplish the following in the year 2021:

I. REGISTERED AND ENTERED IN APPROPRIATE CIVIL REGISTRY BOOKS

1. Registration of Live Births

71 - timely registered

174 - delayed registration

245 - total births registered for the year 2021

2. Registration of Marriages

27 - timely registered

2 - delayed registered

29 - total marriages registered for the year 2021

3. Registration of Deaths

111 - timely registered

4 - delayed registered

115 - total deaths registered for the year 2021

4. Marriage Licenses Issued and Released

29 Licenses was released
and issued for 2021



II. RECEIVED, REGISTERED/ENTERED AND ANNOTATED IN CIVIL REGISTRY BOOKS

A. LEGAL INSTRUMENTS

- 8 - Legitimation
- 4 - Clerical Error
- 4 - Affidavit of Admission of Paternity
- 78 - Affidavit to Use the Surname of the Father (AUSF)

B. QUASI-JUDICIAL FUNCTIONS

- 11 - Petition for Correction of Clerical Error (RA 9048)
- 1 - Petition for Change of First Name (RA 9048)
- 1 - Petition for Correction of Sex (RA 10172)



III. OTHER RELATED CIVIL REGISTRY SERVICES

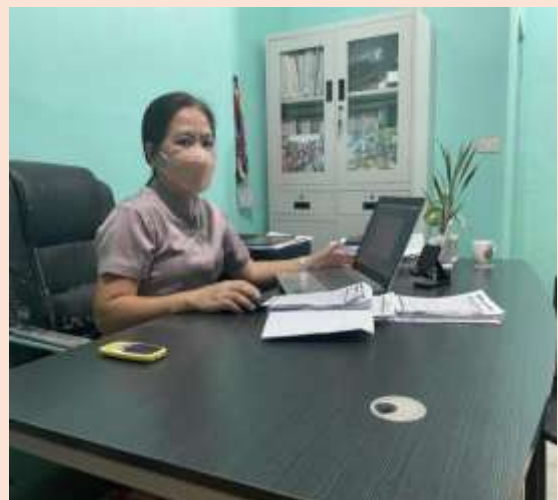
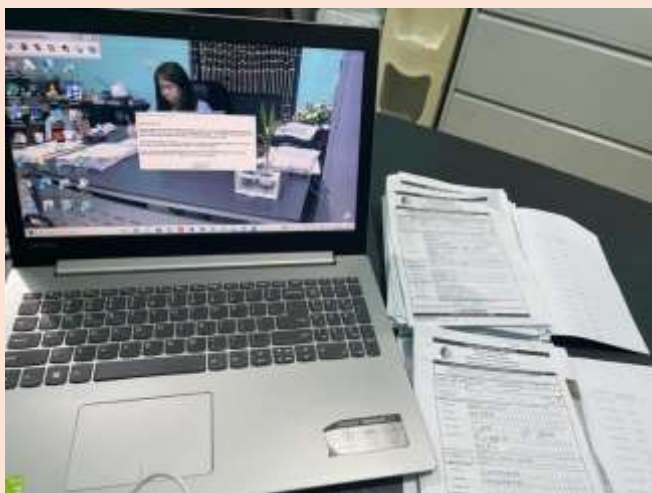
1. Issued and released 190 certified machine copies of civil registry documents to clients
2. Submitted monthly reports to Philippine Statistics Authority on or before the 10th day of the following month, COMELEC (deaths only) & Bureau of Internal Revenue (deaths only)



3. Batch Request System

The offline method of encoding request for various PSA Civil Registry documents (birth, death, marriage & CENOMAR). The Memorandum of Agreement for this system was approved on November 9, 2020 and was successfully installed on March 5, 2021. Our office has successfully processed and issued 301 PSA documents from March 2021 to December 2021. With these, were able to generate additional income for the LGU. The breakdown of these were as follows:

<u>PSA Documents</u>	<u>No. of Pieces</u>	<u>Income Generated</u>
Certificate of Live Birth	160	P 18,000.00
Certificate of Marriage	21	2,225.00
Certificate of Death	9	1,025.00
Certificate of No Marriage(CENOMAR)	<u>111</u>	<u>15,148.00</u>
	301	<u>P 36,398.00</u>



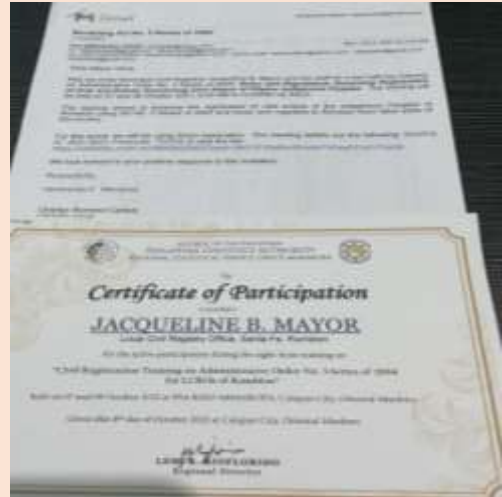
Processing and encoding of BREQS (Batch Request System)



Proof of transactions of Batch Request System

4. Zoom/Virtual Meetings and Conventions

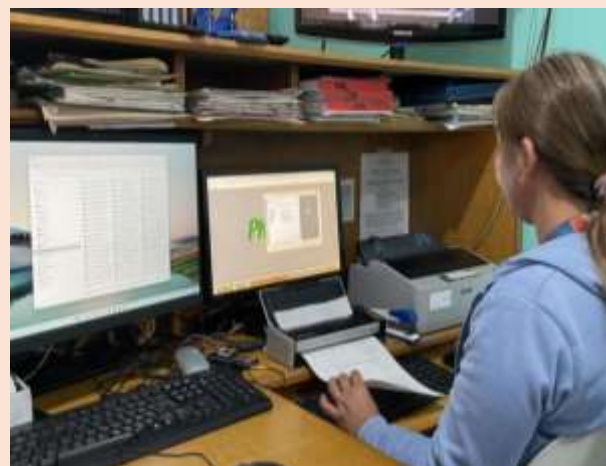
- * May 26-27, 2021 - Training on the Implementation of Republic Act 11222, also known as Simulated Birth Rectification Act of 2019
- * August 19, 2021 - Provincial Data Dissemination on 2020 Census of Population and Housing
- * September 1-3, 2021 - 1st National Convention on Civil Registration and Vital Statistics (NCCRVS)
- * October 7 & 8, 2021 - Revisiting of Administrative Order No. 3 Series of 2004 (Rules and Regulations Governing Registration of Acts and Events Concerning Civil Status of Filipino Indigenous People
- * November 16, 2021 - Civil Registration Consultative Forum
- * November 17, 2021 - Revisiting Administrative Order No. 1 Series of 2005, Rules and Regulations Governing Registration of Acts and Events Concerning Civil Status of Muslim Filipinos

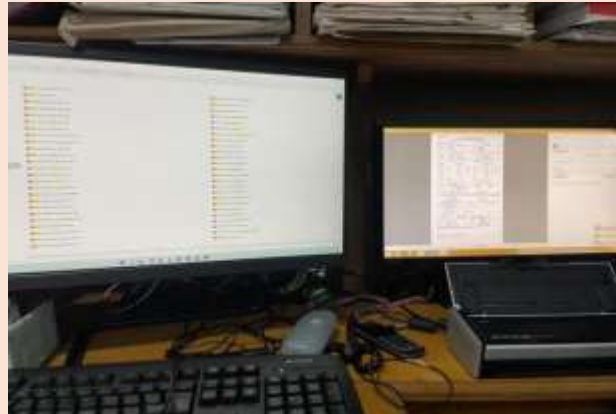


5. Document Scanning of Various Civil Registry Documents and Establishment of Database for Different Civil Registry Records (Birth, Death and Marriage)

As mandated by the Civil Registry Law, included in the duties of the Municipal Civil Registrar is to index the civil registry documents to facilitate search and identification in case any information is required and to file, keep and preserve civil registry records as per archival system mandated by the Local Government (Sec. 374). Thus, our Office made our best effort and found the idea of bringing innovation for the preservation and easy way to save, store, protect critical and important documents. During the budget year 2021, we were able to procure one (1) unit Document Scanner for the scanning of various civil registry documents. As of December 2021, we were able to scanned all the birth records available in our archives. Marriage and death records will be followed and all other subsequent registered documents.

One great benefit and advantage of the scanned document is the easy access to records. The authorized personnel will just type the name of the person being search and automatically his/her document will appear on the screen which in turn ready for printing whenever a client requests for a certified machine copy. Manual searching and browsing of documents is no longer done which is the cause of the easy wear and tear of documents.

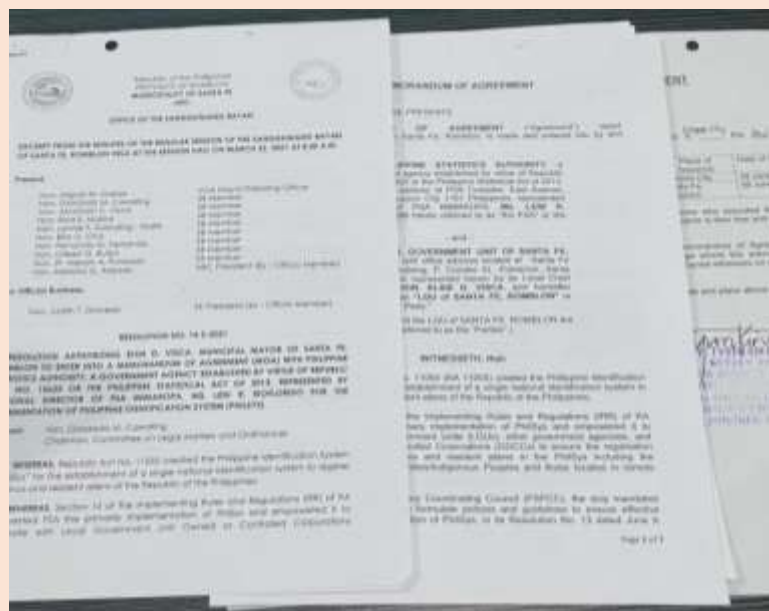




IV. OTHER ACCOMPLISHMENTS

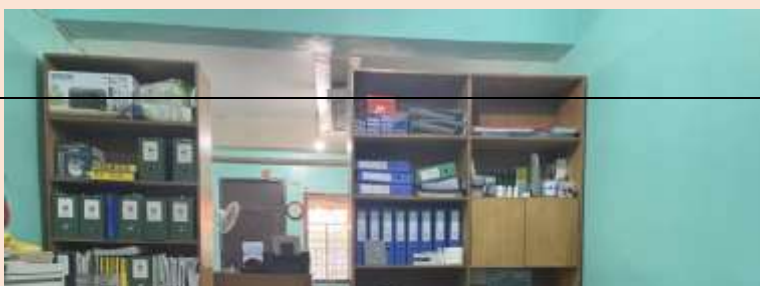
1. Memorandum of Agreement (MOA) between PSA and the Municipality of Santa Fe for the Philippine Identification System Act (PhilSys ID)- RA 11055

This Memorandum was entered into by the Philippine Statistics Authority (PSA) and LGU-Santa Fe, Romblon on April 23, 2021 and approved by the Office of the Sangguniang Bayan on March 22, 2021 through Resolution No. 14 Series of 2021. It is stated in the MOA that LGU assistance is necessary in implementing the national identification system because of the familiarity with the conditions peculiar within the territorial jurisdiction and capacity in mobilizing the constituents.



2. Procurement of:

A. Built-In Cabinet/Divider



B. L-Shape Bench



C. Office Chair & Ladder Chair



D. Mini-Stand Fans



F. All-in-One Printer



G. Document Scanner



H.

