

ACCOMPLISHMENT REPORT CY 2022

OFFICE

of the

MUNICIPAL

CIVIL

REGISTRAR

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The Local Civil Registry Office is responsible for the civil registration programs of the city/municipality pursuant to the Civil Registry Law of the Philippines. In whatever form of society we belong, it is our basic right to be recorded and be counted. Civil registration is a continuous, permanent recording of vital events in the life of every individual. I may say, that from “womb to tomb”, there shall a document that will serve as a *prima facie* evidence of the truth of what was occurred during the lifetime of every individual.

The civil registry documents have legal, administrative and statistical values and are considered public documents. The data obtained from the civil registration are essential in planning for social and economic development as well as in the formulation of health programs, population projections and analytical studies.

The year 2022 has been a very fruitful year to us and we are very thankful that the Municipal Government of Santa Fe was truly supportive and cooperative to all the civil registration programs of our Office as well the Philippine Statistics Authority-Provincial Office. They have been very diligent and proactive in implementing the programs from the national government.

Despite our strengths and limitations, we were able to accomplish the following in the year 2022:

I. REGISTERED AND ENTERED IN APPROPRIATE CIVIL REGISTRY BOOKS

1. Registration of Live Births

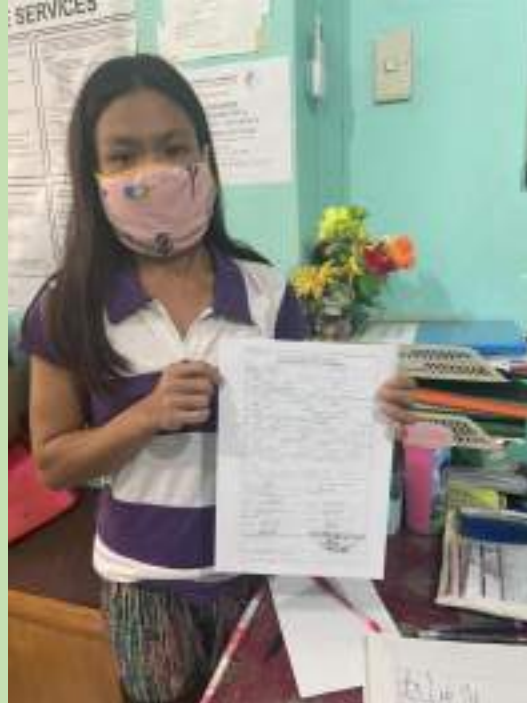
73- timely registered

358 - delayed registration

431 - total births registered for the year 2022



Birth Record is the source of vital information which provides legal proof of identity of an individual. Through the Certificate of Live Birth, a person can identify his true parentage, trace his ancestry and establish his identity.



2. Registration of Marriages

127 - timely registered

3 - delayed registered

130 - total marriages registered for the year 2022



The marriage record is a document containing the important details of marriage signed by the couple and by all in attendance. It is a proof of legal responsibilities of married couples and parentage and used as a basis for claims of insurance benefits and other privileges both from government and private companies.

3. Registration of Deaths

85 -timely registered
6 - delayed registered
91 - Total Deaths registered for the
year 2022

Death Certificate provides legal evidence in claims of inheritance, insurance benefits and settlement of deceased person's estate. Also, serve as a basis for designing programs that promotes public safety and strategies that help the prevention of certain type of disease.



4. Marriage Licenses Issued and Released

118 Licenses released
and issued on 2022



This document is issued to contracting parties after complying all the requirements and posting of ten (10) day period. The license is valid throughout the Philippines.

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

A. LEGAL INSTRUMENTS

10 - Legitimation
2- Affidavit of Admission of Paternity
1 - Affidavit of Acknowledgment
99 - Affidavit to Use the Surname of the Father (AUSF)
112 Total Legal Instruments Registered on 2022



B. QUASI-JUDICIAL FUNCTIONS

23 - Petition for Correction of Clerical Error (RA 9048)

1 - Petition for Change of First Name (RA 9048)

3- Petition for Correction of Sex (RA 10172)

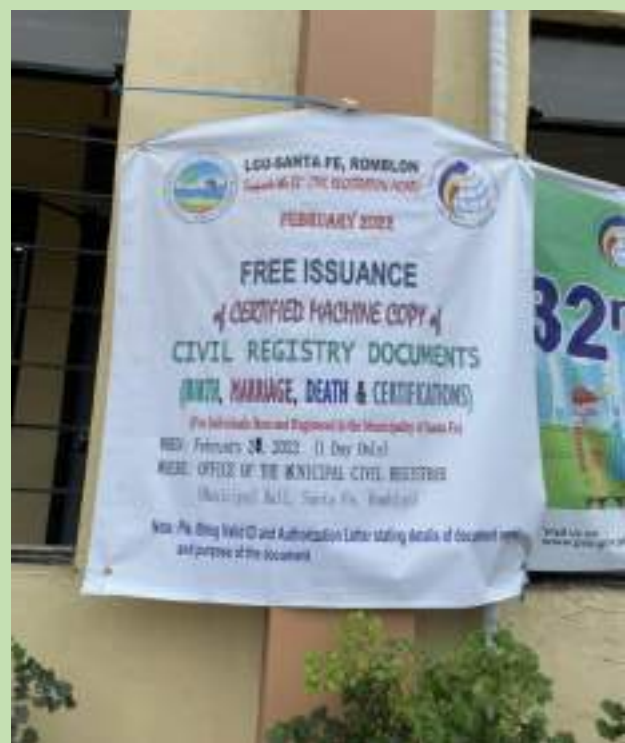
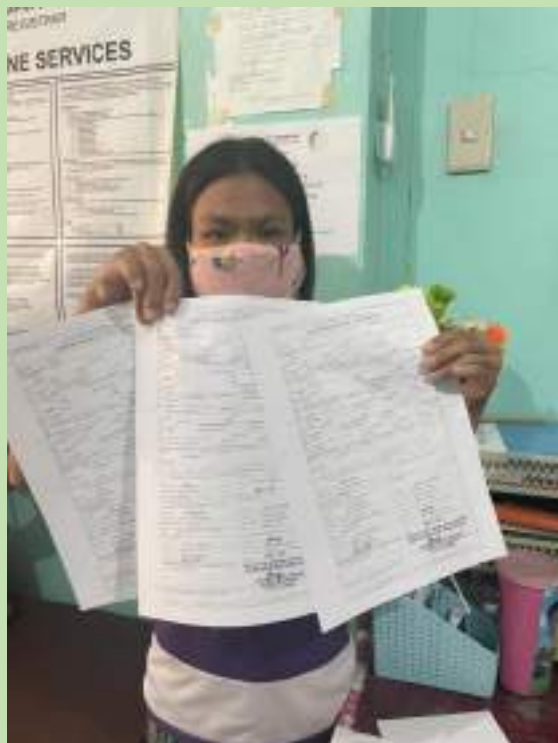


III. OTHER RELATED CIVIL REGISTRY SERVICES

1. Civil Registration Month - Every February of the year



2. Free Issuance of Certified Machine Copy of Civil Registry Documents



3. Batch Request System

This is a scheme where PSA authorizes LGU Santa Fe to receive requests for PSA issued copies of civil registry documents and certifications. BREQS has been very beneficial to the constituents of the municipality because our clients need not travel to a distant PSA Serbilis Outlet, thereby saving time, effort and money. In addition, it provides additional source of income for the municipal government.

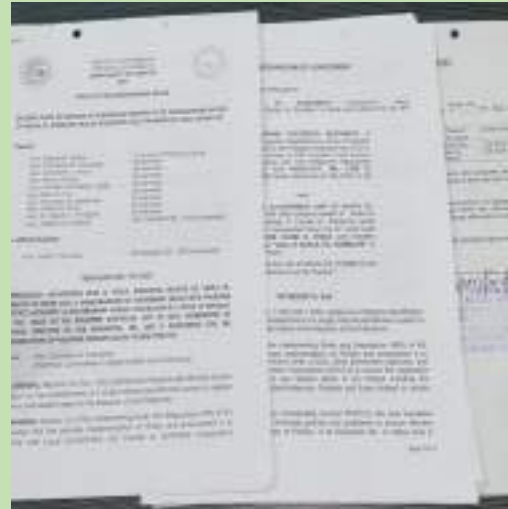


In 2022, these are the documents requested by our clients.

<u>PSA Documents</u>	<u>No. of Pieces</u>
Certificate of Live Birth	404
Certificate of Marriage	27
Certificate of Death	12
Certificate of No Marriage(CENOMAR)	<u>302</u>
Total Number of Documents Requested	<u>745</u>

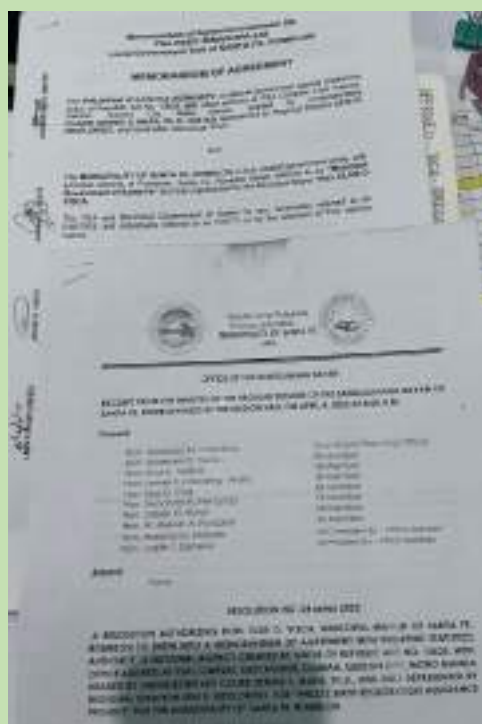
The most sought document is the Certificate of Live Birth, followed by the Certificate of No Marriage or CENOMAR. Out of the documents requested through the Batch Request System (BREQS) , we were able to generate service fee amounting to Sixty Four Thousand Nine Hundred Thirty Two Pesos Only (P 64,932.00), an additional income for the municipal government of Santa Fe.

4. Registration of National ID - May 16-31, 2022 Poblacion, Santa Fe, Romblon
- Clients accommodated were Municipal Government Employees, Brgy. Officials and Brgy Poblacion constituents. Previously, The Memorandum of Agreement (MOA) 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.



5. Orientation on Civil Registration laws and Updates on Philippine Birth Registration Project on July 6, 2022, SB Session Hall, 2nd Floor Municipal Building, Poblacion, Santa Fe, Romblon. The activity was conducted by PSA Romblon and participated by All punong Barangays and Barangay Secretaries in the municipality and the Local Civil Registry Office

The Memorandum of Agreement (MOA) between the Philippine Statistics Authority and the Municipality of Santa Fe was approved by the 10th Sangguniang Bayan on April 4 2022. The goals and objectives of the PBRAP is to improve civil registration aligned with the goals of the Civil Registration & Vital Statistics Decade (CRVS Decade 2015-2024); to register those unregistered births and other civil registry documents; assist in the processing of out-of-town registration of births and verify from the PSA Civil Registry System database the existence of birth or other civil registry records to avoid double or multiple registration through Omnibus Certification.



6. Kasalang Bayan - July 25, 2022 Magsaysay Covered Court
- 97 couples participated in the free mass wedding, According to PSA Romblon, the first mass wedding with a huge number of couples who c



During the application of marriage License



PREPARATION OF CERTIFICATE OF MARRIAGE AND DECORATIONS



THE GIFTS FOR THE 97 COUPLES



THE FLOWERS for the BRIDES



The Program



THE VENUE





THE CAKES & WINES



THE 97 COUPLES



IV. Seminars/ Training, Travel and Convention Attended

1. PSA Romblon and LCRO Consultative Forum - February 23-24 2022 at San Fernando, Romblon



A day after our consultative forum, we were able to witness the first tribal wedding in the province of Romblon, the Sibuyan Mangyan Tagabukid. The activity was sponsored by the Philippine Statistics Authority-Romblon.



2. Civil Registration Training for Medical Personnel- June 24, 2002 Harbor Chateau, Odiongan, Romblon



3. Virtual Training on Pre-Marriage Orientation and Counseling- August 18-19, 2022



4. PACR National Convention and Congress of Civil Registry Personnel and Implementing Partners in Civil Registration



5. Population Development Training - November 14-16, Municipal Bldg., Looc, Romblon



6. Mobile Birth Registration (*Philippine Birth Registration Assistance Project-PBRAP*)



Barangay Poblacion



Barangay Pandan



7. Continuous Document Scanning of Various Civil Registry Documents (Birth, Death and Marriage)

We started scanning the civil registry documents since last year and we continue doing the same to all the registered civil registry documents. This is to prevent the wear and tear of the documents and for easy access whenever clients requested for certified machine copies..

