

**MUNICIPAL CIVIL REGISTRY OFFICE
Annual Accomplishment Report
CY 2011**

INTRODUCTION:

Changed conditions and formation of modern social concept in our national economy have brought the increasing need of individual records both at the beginning and at the end of human existence. These important individual record changes affecting the civil status of persons serve as the “bookkeeping record of humanity” and as such, they are important primary source of vital statistics. Thus, it is a person’s fundamental right to be registered and counted. The civil status of a person must be recorded in order that we receive the care and protection due as a citizen of the country.

These mandates are carried out by this Office. We perform a vital role in the government through delivery of basic frontline services that are very important to our people .We deliver these services by working for a reliable, up-to-date and comprehensive civil registration system producing outputs with integrity by the diligent application of rules and laws governing civil registration and by intensive efforts to inform/educate and rally our constituents to our endeavors. In fully carrying out these responsibilities, we perform an essential public service, of benefit to individuals concerned, the community, and the nation as a whole. Civil registry records, aside from its value, are rich sources of data that aid in planning and policy making.

The Municipal Civil Registrar’s Office staff is manned by four (4) regular employees and one (1) casual employee.

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

- I. Received, registered coded, entered in the civil registry books and issued copies of the following documents affecting the civil status of persons:

1. Registration of Live Birth:	=	310
<u>174</u> - Timely Registered <u>136</u> - Delayed Registration <u>6</u> - Registered pursuant to Rule 20, Adm. Order No. 1, s. 1991 (Out-of-Town Reporting of Birth) <u>9</u> - Endorsed to other municipalities for registration pursuant to Rule 20, Adm. Order No. 1, s. 1991 (Out-of Town Reporting of Birth) <u>11</u> - Supplemental Report on Birth		
2. Registration of Deaths	=	166
<u>153</u> - Timely Registered <u>13</u> - Late Registered		
3. Registration of Marriages	=	369
<u>362</u> - Timely Registered <u>7</u> - Late Registered		
Marriage Solemnized under Civil Rites	- 100	
Municipal Mayor	- 73	
Municipal Trial Judge	- 27	
Marriage Solemnized according to religious/church rites	-	269

4. Registration of Applications for Marriage License = 363

II. Received, registered/entered & annotated in the Civil Registry Books the following:

1. Legal Instruments

- a. **12** - Legitimation of Birth by Subsequent Marriage of Parents
- b. **43** - Affidavit of Admission of Paternity
- c. **0** - Affidavit to Use the Surname of the Father (AUSF)
- d. **1** - Legal Capacity to Contract Marriage

2. Court Decrees:

- a. 10 - Correction of Entries in the Civil Registry Documents
- b. 0 - Adoption
- c. 3 - Declaration of Presumptive Death
- d. 5 - Annulment of Marriage or Declaration of Absolute Nullity of Marriage

3. Quasi-Judicial Functions: (Clerical Error Law (RA 9048))

1. **146** - Petitions for Correction of Clerical Error in the Civil Registry Document
2. **13** - Petitions for Change of First Name in the Certificate of Live Birth
3. **141** - Issued Certificate of Finality to granted and affirmed Petitions for Correction of Clerical Error and Change of First Name

III. Other Activities:

1. Prepared and issued a total number of One-Thousand Seven Hundred Seven (1,707) certified transcripts of civil registry documents to clients.

Indorsed a total number of Three- Hundred Three (303) OCRG copies of civil registry documents to the Office of the Civil Registrar General, National Statistics Office, Quezon City, for authentication and for issuance of civil registry documents in Security Paper.