



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

FUNCTIONAL CHART

Municipal Civil Registrar

Responsible for the civil registration program of the municipality, routinely carry out duties and responsibilities provided in the pertinent laws, implement the rules and regulations governing the application and enforcement of the Civil Registry Law (Act No. 373). Coordinate with local government officials and represent the Civil Registrar-General in any meetings, conferences, seminars or in any other similar gatherings on matters pertaining to civil registration; Plan and formulate ways and means of improving or increasing the level of registration within his area of jurisdiction and implement the same upon approval thereof by the mayor; Undertake educational campaign to inform the public of the duty to register vital events; Issue marriage license in accordance with EO No. 209, as amended; Perform such other duties and functions as may be prescribed by laws or ordinance.

Registration Officer II

Assist the Municipal Civil Registrar in implementing the civil registration laws and rules and regulations and instructions which the Civil Registrar-General may issue from time to time. Acts as the Officer-In-Charge of the office in case the Municipal Civil Registrar may require from time to time in connection with civil registration

Registration Officer I

Accept all registrable documents and judicial decrees/orders affecting status of persons and all incidents relative thereto and duly acknowledge receipt thereof. Examines records presented for registration and critically review all certificates legibility and accuracy; Perform other functions which the Municipal Civil Registrar may require from time to time in connection with the civil registration.

Assistant Registration Officer

Drafts, issues and receives all types of certificates pertaining to civil registration for signature of the Municipal Civil Registrar. Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting civil status of persons in appropriate civil registry books. Issue certified transcripts or copies of any certificate or document registered; perform other functions which the Municipal Civil Registrar may require from time to time in connection with civil registration. Performs a variety of clerical duties according to standard office procedures. Examines any documentation for correctness and passes to proper authorities or return them for correction or files them according to procedures.

**LOCAL CIVIL REGISTRY OFFICE (LCRO)
EXTERNAL SERVICES**

1. Timely Registration of Vital Events (Live Birth/Marriage/Death)
2. Late Registration of Vital Events (Live Birth/Marriage/Death)
3. Registration of Foundling.
4. Registrable Acts & Events Concerning Civil Status of Indigenous Cultural Communities (ICCS)/ Indigenous People (IPS) and Muslims
5. Registration of Acts & Events Concerning Civil Status of Muslim Filipinos
6. Late Registration of Marriage under Native Custom
7. Supplemental Report on Birth/Marriage/Death
8. Application for Marriage License
9. Supplemental Report on Birth/ Marriage/Death
10. Registration of Conversion to Islam
11. Filing of Petitions under Republic Act 9048 (CFN-Change of First Name/CCE- Correction of Clerical Errors) & Republic Act 10172
12. Filing of Migrant Petitions under Republic Act 9048 (CFN-Change of First Name/ CCE- Correction of Clerical Errors) & Republic Act 10172
13. Filing of Petitions under Republic Act 9048 (CFN-Change of First Name/CCE- Correction of Clerical Errors) & Republic Act 10172 for a Filipino whose vital events occurred in a foreign country but is currently residing in the Philippines
14. Registration of Legal Instruments and Court Decrees
 - a. Affidavit to use the Surname of the Father
 - b. Legitimation of Natural Children
 - c. Legitimation of Children Born to Minor Parents
 - d. Endorsement of Court Decrees
15. Registration of Divorces among Muslim Filipinos
16. Registration of Dissolution of Marriages for ICC/IP
17. Issuance of Certified Copies of Civil Registry (CR) Documents
18. Out-of-Town Registration of Vital Events