

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE CITY CIVIL REGISTRAR

Budget Year > 2012P3,172,903.00

I. FUNCTIONAL STATEMENT

1.

Accept all registrable documents (births, marriages, deaths, judicial decrees, etc.) affecting the civil status of a person.
2.

Receive application for the issuance of marriage license and after determining that the requirements and supporting papers have been implied with, issue marriage license upon payment of the required fees.
3.

Enter all registrable documents immediately in their respective civil registry books upon receipt.
4.

Issue certified copies/transcriptions of any certificates or registered documents upon payment of the prescribed fees.
5.

File, keep and preserved in a secure place the books required by law.
6.

Assists in the developing strategies on civil registration programs and to implement upon approval thereof of the City Mayor.

II. PROGRAMS/PROJECTS/ACTIVITIES

Code Reference	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	Coordinate with the NSO in conducting educational campaign for vital registration and assist in the preparation of the demographic and other statistics of the City.	65,500.00	100% registered	24 brgys.	Jan. 2012	Dec. 2012
2	Transmit to the Civil Registrar General Manila within the first ten days of each month duplicate copies of the registered documents as required by law.	64,000.00	100% transmitted	24 brgys.	Jan. 2012	Dec. 2012
3	Conduct information dissemination on the importance of civil registration to the different Barangays of this City .	P70,000.00	100% disseminated	Schools and barangays	Jun. 2012	Nov. 2012
4	Conduct roving registration up to the far flung brgys. Campaigns for mass wedding.	59,500.00	90% registered/ disseminated	24 barangays	Jan. 2012	Dec. 2012
5	Perform such other duties and functions as may be prescribed by law and ordinance.				Jan. 2012	Dec. 2012
6	Bunyang sang Banua	50,000.00	95% of unbaptized residents	24 barangays	May 2012	May 2012
7	Lakbay Aral 2012	20,000.00			May 2012	May 2012
8	Gift Giving to Indigents	30,000.00			Dec. 2012	Dec. 2012

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Approved by:RAMON D. TORRES
City Mayor