

# MUNICIPAL CIVIL REGISTRAR'S OFFICE

BONGABON, NUEVA ECIJA

**OFFICE OF THE MUNICIPAL CIVIL REG**  
**ORGANIZATIONAL CHART**

**AURELIA V. VILLADO**

Municipal Civil Registrar

**ZENAIDA N. RIGUER**

CLERK III

**ESMERALDA S. RAMOS**

DATA CONTROLLER

**IMELDA D. CAJUCOM**

CLERK II

## VISION

THE MUNICIPAL CIVIL REGISTRAR'S OFFICE IS A RECOGNIZED PROVIDER OF CIVIL REGISTRATION PRODUCTS AND SERVICES.

# MISSION

THE MUNICIPAL CIVIL REGISTRAR'S OFFICE  
MAINTAINS AND PROVIDES AN UPDATED CIVIL  
REGISTRATION PRODUCTS AND SERVICES OF  
THE MUNICIPALITY.

# WORK FLOW

- REGISTRATION OF BIRTHS, MARRIAGE AND DEATH.
- Accurate in the preparation of the Civil Registry documents gathered from clients.

*Registered & Prepared by* .....

ZENAIDA N. RIGUER

IMELDA D. CAJUCOM

**ESMERALDA S. RAMOS**

Approved & verified by

AURELIA V. VILLADO

# ISSUANCES OF CERTIFICATION OF BIRTHS, MARRIAGE AND DEATHS

- Orient applicants for the issuances of:
- Local Birth Certificate
- Death certificate
- Marriage certificate
- Marriage license

Prepared & issued by .....Zenaida N. Riguer

Imelda D. cajucom

Esmeralda S. Ramos

Approved & verified by

Aurelia v. villado

## SUBMISSION AND APPROVAL OF REPORTS

- Reports prepared every end of the month.
  
- Prepared by ..... Zenaida N. Riguer
- Imelda D. Cajucom
- Esmeralda S. Ramos
  
- Approved & submitted by.. Aurelia V. Villado

# LEGAL INSTRUMENTS

- Legitimation
- Supplemental report
- R.A. 9255
- Affidavit to Use the Surname of the Father
- Correction under M.C. 2010-04/ -for geographic entries
  - for statistical portion
  - for registry number
  
- Prepared by .....Zenaida N. Riguer
  - Imelda D. Cajucom
  - Esmeralda S. Ramos
- Approved & endorsed by .... Aurelia V. Villado



## APPLICATION AND ISSUANCES OF MARRIAGE LICENSE.

- Interviewed the applicants
  
- Prepared by ..... Zenaida N. Riguer  
Imelda D. Cajucom  
Esmeralda S. Ramos
  
- Approved by ..... Aurelia V. Villado

# R.A. 9048

- Prepared by ... Zenaida N. Riguer  
Imelda D. Cajucom  
Esmeralda S. Ramos
  
- Approved & endorsed by .... Aurelia V. Villado

# R.A. 9255

- Prepared by ...Zenaida N. Riguer  
Imelda D. Cajucom  
Esmeralda s. Ramos
  
- Approved & endorsed by .. Aurelia V. Villado

## Prepared & registered out of town reporting of births.

- Prepared by .... Zenaida N. Riguer  
Imelda D. Cajucom  
Esmeralda S. Ramos
- Approved by ... Aurelia V. Villado

# Daily Services

- Orient applicants requesting for the issuances of:
  - Local Birth Certificate
  - Death Certificate
  - Marriage Certificate
  - Marriage License
- Record upon receipt of all Civil registry documents
- Prepare & register late registration of Civil Registry documents
- Accept & approved petitions pertaining to R.A. 9048 & R.A. 10172
- Prepare for endorsement to PSA all legal instruments like legitimation, supplemental report, R.A. 9255 & AUSF, &M.C. 2010-04
- Prepare & register out -of- town reporting of births
- Encoding & coding of the documents received.

Thank you.....

- Thank you
  - Thank you
    - Thank you
      - Thank you