

BEST PRACTICES AND INNOVATIONS OF LCROs

By: TERESITA A. DUQUE

1ST National Convention on Civil Registration and Vital Statistics

LGU LCRO Antipas, Cotabato

September 1-3, 2021

Background Information

The Municipality of Antipas derived its name, from two places in Panay Island where the settlers came from: Anti from Antique Province and Pas from Passi, Iloilo Province. It was created on October 14, 1980 as a regular Municipality by virtue of Batas Pambansa Bilang 88 and inaugurated on March 19, 1981 as the 15th Municipality of Cotabato Province. It is a second class Municipality, situated in the uplands towards the Northeast of Cotabato Province with a total land area of 19, 998 hectares comprised of 13 Barangays.

The Local Government Unit and the Local Civil Registrar's Office (LGU LCRO) is a functional office under the Local Chief Executive headed by Hon. Mayor Egidio D. Cadungon, Jr. The LCRO is manned by the Municipal Civil Registrar, Ms. Teresita A. Duque and three office staff.

Best Practices and Innovations

1. Document Submission to PSA Provincial Office

Civil Registry documents such as Birth, Marriage, Death and other activity reports in support to PSA are submitted within **five working days**. Each document is thoroughly reviewed if it is filled up correctly, without erasure and entries in the LCR file copy are consistent with the copy submitted to PSA.

Problem documents are acted immediately within the day upon receipt of copies from PSA Provincial Office.

2. Over and Above LCRO Activities

2.1. Participation in PSA Provincial and Regional Activities

In support to the Civil Registration Month celebration and 2020 Census of Population and Housing, the LGU LCRO posted streamers in conspicuous places in the municipality. This strategy aims to present vital information visually and create peoples' awareness on the activities and services done by PSA in coordination and cooperation with the LGU LCRO.

LCRO staff attended PSA activities in the promotion and strengthening of Civil Registration and Vital Statistics Month Opening and Closing Ceremonies. LCRO staff are sent by the Municipal Mayor to attend PSA activities to update them of the latest and important events of PSA on civil registration and related matters.

2.2. Information Dissemination and Promotion

The LGU LCRO launched a Free Mobile Registration in all barangays. This activity was coordinated with PSA PO. The LCRO brought office equipment,

computers, printers and other supplies in the barangays for a scheduled two-day free mobile registration.

The LGU thru the LCR strongly emphasized that civil registration should be fully implemented. For this reason, a collaborative effort between the LCR and the BLGU was forged. To achieve the goals of civil registration program and the completeness of registration of important events, the LGU allocated a budget for PSA verification of documents to indigent barangay residents.

Information dissemination on Civil Registration was also done during special occasions, like Barangay Assembly, Peace Training Seminar on End Local Communist Armed Conflict (ELCAC), Women's Day, Foundation Anniversary, LGU MSWD Barangay Community Outreach Program, etc.

2.3. Capability Building

The LCRO conducted seminar on Civil Registration with Barangay Captains and Secretaries in cooperation with PSA PO personnel and CPCCREIA President, and MCR of Magpet, Cotabato as resource persons. This activity was aimed to capacitate the BLGU Officials on the purpose and functions of civil registration.

Moreover, the LGU thru the Municipal Civil Registrar in coordination with the PSA PO, Kidapawan City, conducted an orientation and organizational meeting of Solemnizing Officers. Ms. Sally Fe C. Dato-on of PSA PO was the resource person of this activity. The purpose of the meeting was to organize solemnizing officials to attain the LCR and solemnizing officers' common objectives and work on the same direction guided by the basic laws of the Republic of the Phil. on solemnizing marriages. Further, this activity was conducted to emphasize why the work that the PSA, LCR, and solemnizing officers do are important.

In addition, to capacitate the Barangay Captains, Solemnizing Officers, and LCRO Staff, a Training-Workshop on Strategic Planning, Capability Building and Strengthening Civil Registration Services and Vital Statistics was conducted.

2.4. Organization of Solemnizing Officers

The Municipal Mayor, Hon. Egidio D. Cadungon Jr., recommended to the LCR to organize the Solemnizing Officers from different religious sects and tribal chieftains of IPs and capacitated them to strengthen the civil registration in the municipality.

The purpose of organizing the solemnizing officers is to establish a formal system of the group so they could work better together with the LGU LCR and

PSA to achieve a common objective. As an organization, this will serve as a forum for the sharing of knowledge, expertise and experiences on the solemnization of marriages and the implementation of marriage registration procedures and laws as well as those ceremonies contracted under Islamic Law and tribal rites for Indigenous Peoples. Issues and concerns about marriages including dissolution, annulment and divorce will also tackled.

As an organization the flow of communication between the Solemnizing Officers, MCR, and PSA has improved and make the team more productive.

Registration of the association is on process at the DOLE,

2.5. Kasalan sa Barangay

The Kasalans a Barangay is one of the programs of the LGU LCR to ensure that couples are legally living together. This activity is supported by a Pre-marriage Counseling Seminar headed by the MSWD in coordination with the LCR, RHU, MAO, PopCom.

Information dissemination and application for Kasalan sa Barangay and marriage requirements were done to encourage live-in partners to wed and legalize their relationships. Also, this was seen as a solution to legitimate the increasing number of illegitimate children in the barangays.

Marriages in Kasalan sa Barangay were based on the request of the Barangay Captain to the Municipal Mayor. The LCR prepares the program and invitation for the wedding. In the observance of the IATF protocol for COVID19 pandemic, the number of contracting parties was limited to only five pairs.

Wedding ceremonies were headed by the Municipal Mayor as the Solemnizing Officer. He is joined by religious Solemnizing Officers and IP Pastor by giving them time to give Biblical messages to the contracting parties before he performs the wedding ceremony. The Municipal Mayor believes that contracting parties would receive spiritual blessing with the preaching of religious solemnizing officers. Volunteer singers who were children of pastors were tapped to sing Christian and wedding songs during the wedding ceremony for the couples to feel the solemnity of the wedding rites.

Moreover, the LCR took initiative to solicit wedding gifts from municipal officials and heads of offices for the newly weds to start a legal life endeavor.

2.6. Networking and Continuous Coordination with Stakeholders

The LCR taps and mobilizes stakeholders like Punong Barangays, Barangay Secretaries, Hospital Clerks and Solemnizing officers for effective implementation of Civil Registration. To ensure an effective operation of the LCR and provide accurate information to PSA, monitoring and updating of stakeholders on civil registration-related matters were regularly done.

To facilitate fast registration and provide immediate solution to registration problems, the LCR coordinates with other MCRs of Cotabato Province. The LCR likewise coordinates with MCR of Bukidnon Province for registration problems, like out-of-town late registration of birth.

2.7. Year-end Performance Review, Planning, and Teambuilding

The LCR conducted year-end performance review of the accomplishments, identifies strengths, weaknesses, opportunities, and threats and set goals for the succeeding years. This is done to better understand what was done, how to improve, correct issues and what to expect from work.

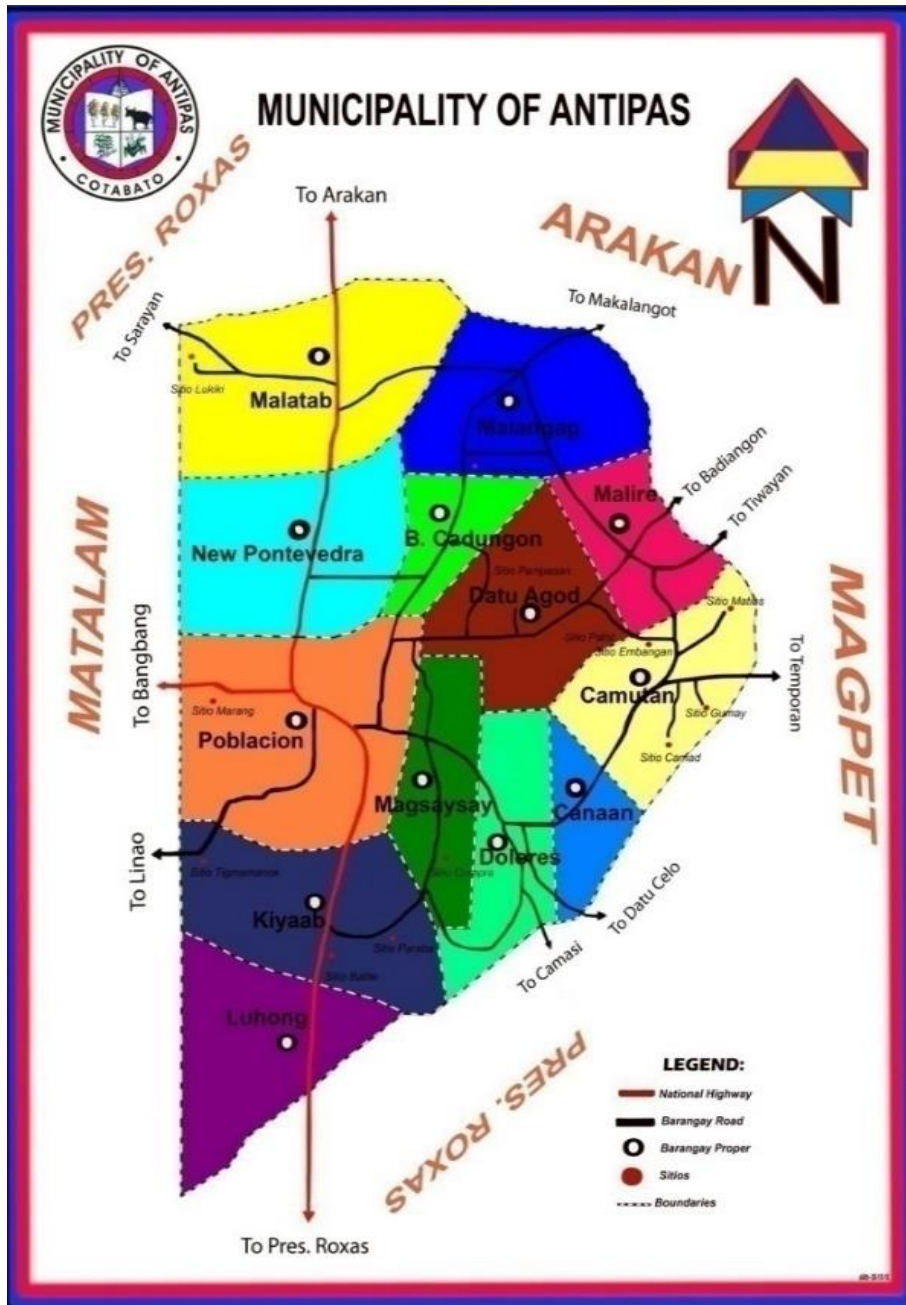
Working together as a team, the LCR rely on each other to bring individual strengths to the group. A capable team is nothing more than a group of people who complements each other skill.

3. LGU LCRO SUPPORT TO PSA ACTIVITIES

In support to the PHILSYS Registration, a ceremonial MOA signing was done between Municipal Mayor Hon. Egidio D. Cadungon, Jr. and Regional Director Maqtahar L. Manulon, CESO V, and PSA PO Engr. Belinda Penuela on March 10, 2021.

The LGU LCR in coordination with PHILSYS Step-2 Registration Launching and Acceptance was done on July 01,2021.

4. Attachments



Map of Antipas

LCRO ORGANIZATIONAL STRUCTURE



HON. EGIDIO D. CADUNGON JR.
Municipal Mayor



TERESITA A. DUQUE, MPAM
Municipal Civil Registrar



MERGELITA M. RENDON
Administrative Assistant IV



JOY D. VIERNES
Administrative Aide IV



KRISTINE MAE B. CASIMERO
Administrative Aide I

5. Documentation of the Best Practices and Innovations of LCRO

Information dissemination in support to PSA activities by posting streamers in conspicuous places



LCR and staff attendance to PSA's Civil Registration Month Opening and Closing Ceremonies



Free Mobile Registration in Barangays



Information dissemination on Civil Registration during special occasions



Capability Building

Conducted seminar on Civil Registration



Awarding of certificates to participants by the PSA PO

LGU-LCRO Orientation and Organizational Meeting of Solemnizing Officers



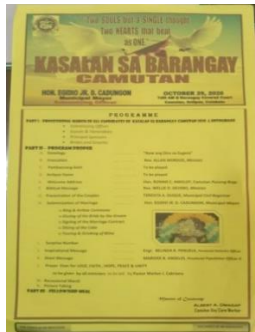
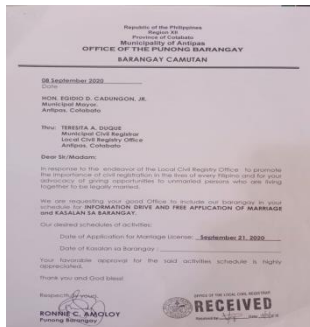
Seminar-Workshop on Strategic Planning to Strengthen Civil Registration attended by Barangay Captains and Solemnizing Officers



Organization of Solemnizing Officers



Kasalan sa Barangay



TIME	ACTIVITY	RESPONSIBLE PERSON
7:00 AM - 8:00 AM	TRADITIONAL TAGALOG WEDDING RITUAL	Religious Services Unit (RSU) OFFICE and Barangay Office
8:00 AM - 9:00 AM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
9:00 AM - 10:00 AM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
10:00 AM - 11:00 AM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
11:00 AM - 12:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
12:00 PM - 1:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
1:00 PM - 2:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
2:00 PM - 3:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
3:00 PM - 4:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
4:00 PM - 5:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
5:00 PM - 6:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
6:00 PM - 7:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
7:00 PM - 8:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
8:00 PM - 9:00 PM	Prayers for the Bride and Groom	Religious Services Unit (RSU) OFFICE and Barangay Office
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Letter of Request for Kasalan sa Barangay, Program and Invitation



Pastor M. Cabrana of Jesus is Lord giving Biblical message to the contracting parties



Rendering of Christian songs during the wedding ceremony



LCRO solicited from LGU Officials wedding gifts to newly weds in every Kasalan sa Barangay

Networking and Continuous Coordination with Stakeholders



MCR with hospital staff



MCR with Punong Barangays and Secretaries



MCR Duque with San Fernando, Bukidnon MCR Corotan

Year-end Performance Review, Planning, and Teambuilding



LCRO with PSA PO Ms. Sally Fe C. Daton as facilitator



MCR and staff during the year-end performance review

LGU LCRO SUPPORT TO PSA ACTIVITIES



PSA Region XII Director M. Manulon and Hon. Mayor E. Cadungon, Jr.



PSA Region XII Director M. Manulon & Hon. Mayor E. Cadungon, Jr., PSA PO Engr. B. Penuela, and CPCCREIA Pres. J. Ardina

PHILSYS Step-2 Registration Launching and Acceptance

