



**cagayan
deOro**
city of golden friendship

Digital Transformation for Efficiency and Resiliency in Civil Registration

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INNOVATIONS/BEST PRACTICES

1. Developed a stand-alone software called the CCRIS or City Civil Registry Information System that creates the following:

1.a) Electronic Civil Registers (E-book) for Births, Marriages, Death, Fetal Deaths, Court Orders, Legal Instruments, Application for Marriage License. CCRIS retrieves electronically all data that were stored in PhilCRIS.

1.b) CCRIS also creates Electronic Civil Registers for Affirmed Petitions under R.A. 9048/10172 and Out of Town Court Decree / Order.

ADVANTAGES

- Accurate and timely submission of both physical documents and soft copies to the PSA Provincial Office.
- No more bulky civil registers that are prone to human error in transcribing or wear and tear due to manual scanning.
- Secure, complete, and can be printed and re-printed anytime.
- Cost-efficient and promotes productivity.
- Smooth, clean, and orderly civil registration process.

INNOVATIONS/BEST PRACTICES

1.c) Integrated a module for the issuance of Certifications (Form 1A, 2A, 3A, Pre-War, and Sendong).

2. Digitization/digitalization of over 250,000 birth records that were recovered after the flood.

3. Central Database (Main Server) - All data that is collected and processed are stored aggregately in a single central database.

4. Online Pre-Application for Marriage License thru this link: <http://services.cagayandeoro.gov.ph/mariagelicense/>

ADVANTAGES

- Allows monitoring of previously issued certifications, keep track of its history, and the frequency of issuance / client's request.
- Allows easy search of the digitized birth records affected by the disastrous Typhoon Sendong.
- Client's can easily request for a machine copy of his/her digitized COLB.
- All data collected and processed in a digital format from the different registration points are communicated to the single central database and can be retrieved anytime when certified copies or certifications are requested.
- Improves the integrity of the registration process by revealing double or multiple registrations of the same vital event.
- Promotes resiliency of records against natural and man-made calamity by creating a backup file to be stored offsite.
- Clients can easily pre-apply for Marriage License online through the website link even at the comfort of their homes.
- Decongestion of Marriage License applicants in the office and maintain social distancing among its clients.
- Easier retrieval and generation of Marriage License application, once clients will turn-in the pertinent requirements of the same.

INNOVATIONS/BEST PRACTICES

ADVANTAGES

5. Online Inquiry thru Facebook page and Messenger:
<https://www.facebook.com/civilregistrycagayandeoro>

Email addresses:
civilregistrycagayandeoro@yahoo.com and ccrcdo@gmail.com

Tele-Inquiry via Hotline Nos.:
09068288187 & 09068288219

6. Queueing System.

7. Online Request and Issuance of Copies (ongoing).

- Clients can easily perform their civil registry inquiry online without the need of physical presence in the office.
- Also promotes decongestion and minimize the influx of clients in the office.
- Educating clients on the necessary requirements relative to their inquiry / request before the physical submission of the same to the office.
- Economical convenience for clients most especially on the verge of crisis brought by the COVID-19 pandemic.
- Promotes harmonious relationship towards clients and boost the office personnel knowledge on civil registration, as well as efficient delivery of proper customer service
- Maintain orderliness and enforcement of social distancing protocol among clients.
- Saves time in accommodating clients
- Also promotes decongestion and control the influx of clients requesting for certification in the office.

Uploading of Digitized Copies to various electronic Registers



Uploading Client's digitized **COLB**
into the electronic **Register of Live Birth**



Uploading Client's digitized **COM** into
the electronic **Register of Marriages**



Uploading Client's digitized
COD/COFD into the electronic
Register of Death



Uploading Client's
digitized **Court Decree
/ Order**
into the electronic
**Register of Court
Decree / Order**



Uploading Client's
digitized **Legal
Instrument**
into the electronic
**Register of Legal
Instrument**



Uploading Client's
digitized **Affirmed
Petition**
into the electronic
**Register of
Affirmed Petitions
Under R.A. 9048 /
10172**



Uploading Client's
digitized **Out of Town
Court Decree / Order**
into the electronic **Out
of Town Register of
Court Decree / Order**

Uploading of Digitized Certifications to various electronic Certification Modules



Uploading Client's digitized **LCR Form 1A** into the electronic **Form 1A Certification**



Uploading Client's digitized **LCR Form 2A** into the electronic **Form 2A Certification**



Uploading Client's digitized **LCR Form 3A** into the electronic **Form 3A Certification**



Uploading Client's digitized **Pre-war** into the electronic **Pre-war Certification**



Uploading Client's digitized **Sendong** into the electronic **Sendong Certification**

Generation of various electronic Civil Registers



This image shows two pages of a digital birth register. The left page is titled 'REGISTER OF LIVE BIRTH' and contains a table with columns for date, time, place, sex, and other details. The right page is a continuation of the register, showing more entries and a summary section at the bottom.

Generated electronic Register
of Live Birth



This image shows a digital form for a marriage license application. It includes a header with the title 'REGISTER OF APPLICATION FOR MARRIAGE LICENSE' and a table with columns for date, time, place, and other details. The form is designed to be filled out by the applicant and the registrar.

Generated electronic Register of
Application for Marriage License



This image shows two pages of a digital marriage register. The left page is titled 'REGISTER OF MARRIAGES' and contains a table with columns for date, time, place, and other details. The right page is a continuation of the register, showing more entries and a summary section at the bottom.

Generated electronic Register
of Marriages



This image shows two pages of a digital death register. The left page is titled 'REGISTER OF DEATH' and contains a table with columns for date, time, place, and other details. The right page is a continuation of the register, showing more entries and a summary section at the bottom.

Generated electronic Register
of Death / Fetal Death

Generation of various electronic Civil Registers



This image shows two side-by-side screenshots of a digital register. The left screenshot is titled 'REGISTER OF AFFIRMED PETITIONS UNDER R.A. 9048 / 10172' and contains a table with columns for 'CASE NO.', 'DATE OF PETITION', 'AFFIRMED PETITION', 'DATE OF DECISION', and 'DATE OF ENTRY'. The right screenshot is a continuation of the same register, showing more entries in the same table format.

Generated electronic Register of Affirmed Petitions
Under R.A. 9048 / 10172



This image shows two side-by-side screenshots of a digital register titled 'REGISTER OF COURT DECREE / ORDER'. The left screenshot displays a table with columns for 'CASE NO.', 'DATE OF DECREE / ORDER', 'DATE OF ENTRY', and 'DATE OF CANCELLATION'. The right screenshot is a continuation of the same register, showing more entries in the same table format.

Generated electronic Register of
Court Decree / Order



This image shows two side-by-side screenshots of a digital register titled 'REGISTER OF LEGAL INSTRUMENT'. The left screenshot displays a table with columns for 'CASE NO.', 'DATE OF INSTRUMENT', 'DATE OF ENTRY', and 'DATE OF CANCELLATION'. The right screenshot is a continuation of the same register, showing more entries in the same table format.

Generated electronic Register
of Legal Instrument



This image shows two side-by-side screenshots of a digital register titled 'REGISTER OF OUT OF TOWN COURT DECREE / ORDER'. The left screenshot displays a table with columns for 'CASE NO.', 'DATE OF DECREE / ORDER', 'DATE OF ENTRY', and 'DATE OF CANCELLATION'. The right screenshot is a continuation of the same register, showing more entries in the same table format.

Generated electronic Out of
Town Register of Court
Decree / Order

Reports generated after processing local and migrant petitions for Court Decree / Order and Legal Instrument (CDLI) and Affirmed Petitions under R.A. 9048 / 10172 (APURA)



New Certificate of Authenticity



New Certificate of Registration



New Transmittal Summary Letter
and its detail for the local petition
for CDLI



New Endorsement Letter for
Out of Town Registration of
COLB



New Transmittal Summary Letter
for APURA

Few snapshots of various printed electronic Registers and Website for Pre-Application for Marriage License



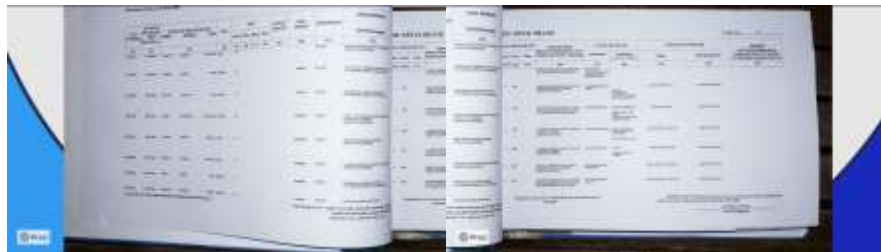
Printed electronic Register of Live Birth



Printed electronic Register of
Application for Marriage
License



Printed electronic
Register of Court
Decree / Order



Printed electronic Register of Death / Fetal Death



New Website for Pre-Application for
Marriage License