

BEST PRACTICES IN THE MANAGEMENT OF THE CIVIL REGISTRY OFFICE OF THE MUNICIPALITY OF TITAY

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INTRODUCTION

What if in the year 2022 elections, new leaders will take the reign in governance in our respective LGUs? Of course, different pictures for different locations.

Questions pursue us to think of retiring early or take long vacations? Yesterday, I went to a GSIS kiosk to make a query regarding my retirement benefit 5 years from now. I said yes!

4 Basic Management Functions

P	planning
O	organizing
A	activating
C	control



BRIEF BACKGROUND OF THE MUNICIPALITY OF TITAY, ZAMBOANGA SIBUGAY

- 1937- Titay was formerly a barrio within the jurisdiction of the Municipality of Kabasalan, Zamboanga del Sur.
- 1951- Titay was placed under the Jurisdiction of Ipil
- 1953- families from Nueva Ecija settled down and cleared portion of the forest.
- 1960- Titay as a corporate Municipality of the Province of Zamboanga del Sur
- 2000- Titay was placed under the Province of Zamboanga Sibugay
- 2020 –POPCEN 2020 Total population is 53,994



LOCAL CIVIL REGISTRY PROFILE

My Appointment

1993-appointed as Municipal Civil Registrar (Temporary)

1995-became full pledge Municipal Civil Registrar

Personnel and Staff (current)

Administrative Officer V

Administrative Officer III

Assistant Registration Officer

Clerk IV

Computer Operator I

Bookbinder II

Bookbinder (vacant)

Job Order (3)

Detailed(4)



PARTNERSHIP WITH PSA

Mayor Leonardo B. Talania signed a Memorandum of Agreement with the Philippine Statistics Authority signifying our partnership with PSA Region 9 Regional Director Mewchun W.S Pamaran through the Provincial Statistics Officer, Chief Statistical Officer Atty. Richard D. Tabigne.

Titay Municipality was chosen as one of the pilot municipalities to establish a PhilSys Hub as registration center for the National Identification Registration activities.



OUR MISSION AND VISION

Our mission statement must be aligned with the mission statement of the agency, The Local Government Unit who has the overall control of our office.

Mission Statement

“Inspiring healthier communities by connecting our people to real services amidst crisis”

Vision Statement

“To give better service, not showing partiality but fair to everyJuan”



OUR MISSION AND VISION

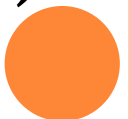
The office mission and vision statement crafted during our last Executive/Legislative agenda in 2020 or ELA 2020 has undergone revision to address the recent situation of covid-19 pandemic.

We can no longer conduct mass wedding, mobile registration, indigenous peoples' forum or any other gatherings relative to the conduct of civil registration activities creating large crowd with the fear that it could possibly be a super spreader event causing contagion of covid-19 viral infection to the community.

OUR MISSION AND VISION COMBINED


**WALANG UUWING LUHAAN PAG
GALING SA LCR ANG ISANG JUAN**

- Always wear a smile while inside or outside the office**
- Be courteous and polite**
- Have a lot of sense of humor**
- Feel the clients problem as your own**
- Be generous (abono/tapal minsan)**



ADMINISTRATIVE SUPPORT


In my case, I always say less is more! Here we could be creative using our little resources that somehow connect to our office mission and vision. That's it! Contentment and dedication towards work and harmonious relationship with the administration helps a lot, physically, emotionally so that we can retire from work with a sound mind and be inspired by the saying "to grow old intellectually and gracefully."



CAPACITY DEVELOPMENT THROUGH TEAM BUILDING

Team building activities is to motivate your people to work together, to develop their strength and to address any weaknesses. I always remind them that working with other people is not a competition but collaboration.


Sometimes it is us, the department head who is getting out of the rope which is quiet dangerous its maybe because the weight is too hard for us to handle most specially if it is about the proposal that we think meets our goals and objectives, but it has to be realigned to give way to a more priority program by the other department.



CAPACITY DEVELOPMENT THROUGH TEAM BUILDING

As I said earlier, the Local Civil Registry office of Titay is blest with full functional personnel all organic since the creation of the mandatory position of Municipal Civil Registrar in 1993.

Being the current Municipal Civil Registrar it is quiet easy to introduce techniques specially in planning, organizing, coordinating and controlling office activities with a view to achieve our objectives with effective and efficient performance in the office.



CAPACITY DEVELOPMENT THROUGH TEAM BUILDING

As to work assignments I gave more responsibilities to my Officers and IT specialist, but they all handle the basic civil registry work for their assigned barangay in the registration of birth, death and marriages.

This concept connects me to the song of the Apo Hiking Society **“umulan, bumagyo ayos lang”** kasi alam nila lahat ng basic civil registry work and even the most complex transactions with the knowledge of the MCR.

In every activity these people (personnel) knew already their respective assignments. Who will do this and that and even spend their own money if there is a need for it.

REVISIT PREVIOUS PROGRAMS AND PROJECTS (RPPP)

A narrative or terminal report is a very important tool used to evaluate how this program or project helped in civil registration or had it gave utmost justification of its result and effect in terms of time and money spent for the program.

It doesn't mean that it is enough that the program was implemented just to get a score of 5 in our OPCR or IPCR but it should always link to our mission and vision that is more important.

It's the people not us. Probably because of the inadequate resources that most of the Local Government Units is facing, it is always said that "sharing is caring".

REVISIT PREVIOUS PROGRAMS AND PROJECTS (RPPP)

It is always necessary to measure our achievements against specific goals. For example, in the conduct of the Indigenous Peoples' forum, how many IP's were there benefited by that event and how many of them have heeded to the call of a hundred per cent registration of all IP's in that particular community as one of the specific goals laid down in that program.



CONCLUSION

Allow me to end my presentation with the acronym **IMPACT** where **I** stands for Intimacy or interpersonal relationship maintained in the office so everybody feels comfortable with each other.

Next letter **M** stands for a meaningful relationship with others outside the office. The third most crucial letter is **P** which means productive work with less supervision. **A** stands for active involvement of employees in all activities leaving no room for “mamayana”. While letter **C** stands for civil registry’s increased output and the willingness to go the extra mile.

Here is the last letter, letter **T** that is “transformed communities”.

Every attempt to get into best practices in the office is to make it gradual, progressive and consistent.



THANK YOU
AND
GOD BLESS US ALL

