



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
20<sup>th</sup> City Council

PO20CC-306

49<sup>th</sup> Regular Session

ORDINANCE NO. SP-**2662**, S-2017

AN ORDINANCE TO RATIONALIZE THE FUNCTIONAL STRUCTURE OF THE CITY CIVIL REGISTRY DEPARTMENT, BY CREATING ADDITIONAL DIVISIONS AND HUMAN RESOURCE CAPABILITY, EXPANDING ITS SERVICES, REDEFINING ITS FUNCTIONS; AMENDING THE CITY ORDINANCE NO. SP-1984, S-2009, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilor **RODERICK M. PAULATE**.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Gian Carlo G. Sotto, Kate Abigael G. Coseteng, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Ricardo B. Corpuz.

WHEREAS, by virtue of Act 3753 establishing the civil register to record the civil status of persons and Republic Act No. 7160, Sec. 479, creating Local Civil Registrar and empowering the same to "Develop plans and strategies and upon approval thereof by the mayor, implement the same, particularly those which have to do with civil registry programs and projects which the mayor is empowered to implement";

WHEREAS, the enactment of various laws, Court Orders/Decisions affecting the civil status of persons, and various community service programs have expanded the services of the Civil Registry Department that demand additional manpower, such as: ✓

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- a) *Republic Act No. 9048 for Change of First Name and Correction of Erroneous and Typographical Errors in the Birth, Marriage and Death Certificates;*
- b) *Republic Act No. 9255 or An Act Allowing Illegitimate Children to Use the Surname of the Father and Republic Act No. 10172 which pertains to the Correction of Erroneous Entry of Sex and Date and Month of Birth in the Certificate of Live Birth;*
- c) *The increase in volume of court decrees received from the Court of Law and the issuance of Security Paper (SECPA) of Birth, Marriage and Death Certificates;*
- d) *The conduct of free late Birth Registration known as Operation Birthright, in various barangays and public schools of Quezon City;*
- e) *Conduct of Mass Weddings sponsored by various elective officials;*
- f) *The eventual operation, administration and maintenance of the Quezon City Crematory which is currently under construction at the Baesa Public Cemetery.*

*WHEREAS, the City Civil Registry Department (CCRD) presently has a total of fifty-four (54) plantilla positions that record, document, safe-keep, reproduce, store, certify, release and process an average of One Thousand Five Hundred (1,500) civil registrations everyday;*

*WHEREAS, the City Civil Registry Department (CCRD) has to adapt and take advantage of the available technology, thus creating the Information and Data Management Section of the Records Management Division, which function shall include, but not limited to, the digitization of all civil registration records, court decrees, legal instruments, safekeeping and maintenance of the same, ensuring integrity and confidentiality of the records, and upkeep of hardware components of the equipment, all for the efficient service to the clients and their convenience; ✕*

*[Handwritten marks: a large 'S' and a signature]*

*[Handwritten mark: a circle]*

WHEREAS, the present organizational and personnel structure of the City Civil Registry Department (CCRD) do not effectively address the demand and challenges of the changing times for an effective and efficient delivery of service;

WHEREAS, in keeping with its mandate, "To develop plans and strategies which have to do with civil registry programs and project", the Quezon City Civil Registry Department needs to upgrade the duties and function of its Divisions, and to subsequently augment its personnel composition to conform with the present volume of work and to compensate the projected increase in Quezon City population.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, the strategic review of the operations, rationalization and expansion of the Civil Registry Department of Quezon City to improve public service delivery, in accordance with the following provisions:

SECTION 1. TITLE - This Ordinance shall be known as the "An Ordinance to Rationalize the Functional Structure of the City Civil Registry Department (CCRD) by Creating Additional Divisions and Human Resource Capability, Expanding Its Services, Redefining Its Functions; Amending the City Ordinance No. SP-1984, S-2009, and Appropriating Funds Therefor and Other Purposes" providing for its upgrading, augmentation and realigning of its organizational structure and personnel complement to define its expanded functions, duties and responsibilities;

SECTION 2. CREATION AND RENAMING OF DIVISION - The new structure of the City Civil Registry Department shall be composed of six (6) Divisions and existing divisions shall be re-titled as follows:

<b>From</b>	<b>To</b>
Administrative Unit	Administrative Division
Records and Registration Division	Records Management and Archiving Division
Birth Registration Division	Birth Registration Division

*[Handwritten mark]*

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Marriage Registration Division	Marriage Registration Division
Death Registration Division	Death Registration Division
Cemetery Division	Public Cemetery Management Division

**SECTION 3. CREATION OF NEW POSITIONS** - The population of Quezon City residents and the migrant residents have been growing steadily that the present organizational set-up and its personnel complement have become insufficient to effectively serve its clients;

Item 3.1 Summary of newly created plantilla positions.

No. of Position	Position Title	Salary Grade
1	Chief Administrative Officer	24
1	Special Operations Officer V	24
1	Supervising Administrative Officer (Records Officer IV)	22
3	Registration Officer IV	22
1	Attorney III	21
1	Information Technology Officer I	19
1	Administrative Officer V (Administrative Officer III)	18
1	Administrative Officer V (Records Officer III)	18
3	Registration Officer III	18
3	Special Operations Officer III	18
2	Administrative Officer III (Records Officer II)	14
6	Registration Officer II	14
3	Special Operations Officer II	14
2	Legal Assistant II	12
1	Administrative Officer II (HRMO I)	11
1	Administrative Officer II (Budget Officer I)	11
1	Administrative Officer I (Supply Officer I)	10

2	Archivist I	10
3	Administrative Officer I (Records Officer I)	10
6	Registration Officer I	10
3	Special Operations Officer I	10
2	Administrative Assistant III (Secretary II-A)	9
2	Data Encoder II	8
2	Administrative Assistant II (Clerk IV)	8
6	Administrative Aide VI (Clerk III)	6
3	Administrative Aide IV (Driver II)	4
1	Administrative Aide IV (Reproduction Machine Optr. II-B)	4
1	Administrative Aide IV (Bookbinder II)	4
1	Administrative Aide III (Utility Worker II-A)	3
4	Administrative Aide III (Messenger)	3
6	Cemetery Caretaker	3
3	Laborer II	3
77	Total	

**SECTION 4. FUNCTIONS OF DIVISION -The Immediate Staff Unit**  
 - is an additional unit which shall be directly under the supervision of the City Civil Registrar, it shall be the function of this unit to evaluate documents of petitioners, determine applicability of the law and process the petition as the law requires.

**Item 4.1 ADMINISTRATIVE DIVISION - The Administrative Unit** shall now be upgraded to Administrative Division, to be headed by the Chief Administrative Officer. The Administrative Division shall perform all administrative duties, and assist in the management and office operations, implementation of policies, office orders, rules and regulations set forth by the City Government, the Department Head and national government agencies, including recruitment development and benefits of human resource, in coordination with the Human Resource Development Department; y

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Item 4.2 THE RECORDS MANAGEMENT AND ARCHIVING DIVISION - The Records Division is in-charge of the management, safekeeping and preservation of the hard copies and the digitized records of all civil registrations, expanding its function, duties and responsibilities thus creating the Information and Data Management Section;

Item 4.3 BIRTH REGISTRATION DIVISION - is in charge of recording and registration (timely and delayed) of all Quezon City born individual, institutionalizing the Operation Birthright where manpower are deployed to various barangays and public schools all over the city to register children below eighteen (18) years old for free, and maintaining statistical records of the same, thus augmenting its present manpower resource;

Item 4.4 MARRIAGE REGISTRATION DIVISION - is in charge of the processing of application and issuance of Marriage License to Quezon City residents, registration of timely and delayed Marriage Certificates; providing additional staff to accommodate Mass Weddings sponsored by various elective officials; maintaining the statistic records of the same, thus augmenting its personnel capability;

Item 4.5 DEATH REGISTRATION DIVISION - is in charge of the timely and delayed registration of Death that occurred in Quezon City and keeping statistical records of the same; implementation of the proper coding of the causes of death as prescribed by the Department of Health (DOH) and the World Health Organization (WHO); The registration of Unidentified/Unclaimed Dead Bodies and coordination with Funeral Parlor/Homes in Quezon City to register unclaimed, unidentified cadaver/corpses in their establishment; documenting all necessary data of the circumstances of the deceased available at the time of discovery/recovery, and keep, maintain, secure and file these information for future reference and possible identification.

Item 4.6 THE PUBLIC CEMETERY MANAGEMENT DIVISION - the position of Special Operations Officer V is created to head the Public Cemetery Management Division, befitting its duties and responsibilities as Division Chief of a department; operation, maintenance and management of the Quezon City



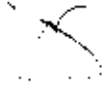

*Crematorium shall be under this Division, once it was completed and become operational. The Quezon City public cemeteries shall be divided into three (3) sections, namely the (1) Baesa Public Cemetery, (2) Novaliches Public Cemetery and (3) Bagbag Public Cemetery. The Public Cemeteries shall continue to process applications of bereaved families for interment of their departed loved ones. The administration, maintenance, management and control of the Public Cemeteries shall still be part of their duties and responsibilities, under authority of the Civil Registrar, and in accordance with the rules, regulation and policies of the Department.*

*SECTION 5. AMENDMENT IN RUDBU - The Position Titles provided in Ordinance No. SP-1984, S-2009, entitled "An Ordinance Requiring Owners of Funeral Parlor/Homes To Report All Unclaimed Unidentified Corpse/Dead Bodies To The Quezon City Local Civil Registrar And Providing Penalties For Violations thereof." shall be amended and converted to positions applicable to the function of the Division. The positions Registration Officer I with Salary Grade 10 and two (2) Administrative Aide VI (Clerk III) with Salary Grade 6 shall be created under the Death Registration Division.*

*SECTION 6. ORGANIZATIONAL STRUCTURE - The redesigned functional organizational structure of the Department is hereby attached and made an integral part of this Ordinance.*

*SECTION 7. REPEALING CLAUSE - All Ordinances, Executive Orders, rules, regulations and other issuances or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby revoked or modified accordingly.*

*SECTION 8. APPROPRIATIONS - The funds covering the Personal Services and other benefits relative to the newly created plantilla positions amounting to Thirty Three Million Seven Hundred Nine Thousand Nine Hundred Ninety Three Pesos and Sixty Centavos (P33,709,993.60) shall be taken from the General Fund of the City's Annual Budget.*




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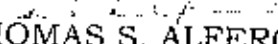
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*SECTION 9. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.*

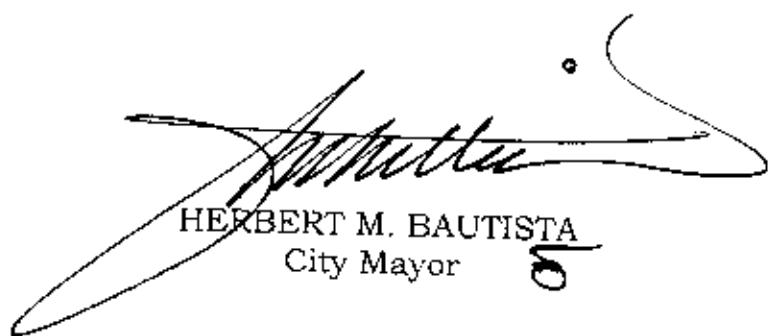
ENACTED: November 27, 2017.

  
MA. JOSEFINA G. BELMONTE  
City Vice Mayor  
Presiding Officer

ATTESTED:

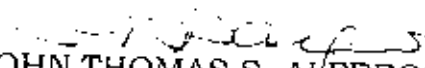
  
Atty. JOHN THOMAS S. ALFEROS III  
City Secretary

APPROVED: 11/27/17

  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 27, 2017 and was PASSED on Third/ Final Reading on January 22, 2018.*

  
Atty. JOHN THOMAS S. ALFEROS III  
City Secretary



# CITY CIVIL REGISTRY DEPARTMENT

## City Civil Registrar

City Government Department Head III  
(Assistant City Civil Registrar)

