



OFFICE OF THE CITY CIVIL REGISTRAR
LGU – CITY OF NAGA, CEBU

FUNCTIONAL CHART OF 2020



ANGELITA C. GENERALE
CGDH I (City Civil Registrar I)
(Contact # 09267894721)

CITY CIVIL REGISTRAR

Take charge of the Civil Registry Office . Responsible for the civil registration program in the LGU pursuant to the Civil Registry Laws, Codes and other pertinent laws. Develop plans and strategies that will enhance civil registration in the locality with the approval of the Mayor and the Sanggunian. Transmit to the Office of the Civil Registrar General, within the prescribed period, duplicate copies of registered documents.



EVA R. LAPUT
Registration Officer III
(contact # 09238232636)

REGISTRATION OFFICER III

Accept and process Registration of Court Orders/Decrees (Adoption, Nullity of Marriage, Presumptive Death). Process Petitions for Correction of Clerical Error(R.A. 9048, R.A. 10172) and Change of First Name and submits Finality to the Office of the Civil Registrar-General. Process Supplemental Report on registered documents. Perform other duties and functions relative to Civil Registration. Take charge of the Civil Registry Office in the absence of the CCR.



CLAIRE B. REPUNTE I
Registration Officer I
(contact # 09477788700)



JANINE R. SUAREZ
Admin Aide - VI
(contact # 09324454824)

REGISTRATION OFFICER I

Take charge in the registration of Legal Instruments. Assist in receiving applicants for Marriage License, Delayed Registration of Birth and process Acknowledgement and Legitimation. Issue transcription and Certified True Copy of the registered documents. Perform other duties as assigned by the Civil Registrar as prescribed by law or ordinance.

ADMIN AIDE VI

Assist in receiving applicants for Marriage License., Delayed Registration of Birth and process. Issue transcription and Certified True Copy of the registered documents. Perform other duties as assigned by the Civil Registrar as prescribed by law or ordinance



JEHANS L. CAPADA
Admin Aide I – Casual



YVONNE C. SASAN
Admin Aide I – Casual



CARMEN A. ENCARGUEZ
Job Order

CASUAL EMPLOYEE

Assigned Registry Number to all Civil Registry Documents submitted for registration. Maintain all registry books in good condition. Accepts delayed registration of birth. Accepts application for Marriage License.

CASUAL EMPLOYEE

Takes charge of the PSA Batch Request System (BREQS)

JOB ORDER EMPLOYEE

Transcribe upon receipt Certificate of Birth, Certificate of Marriage and Certificate of Death in the registry book.