

FUNCTIONAL CHART

ARCHIVES DIVISION

1. Retrieve records & prepares endorsement.
2. Reviews & checks data gathered from the registry books and prepares certifications.
3. Receives & types the amended court order of birth, annulment & adoption.

ADMINISTRATIVE DIVISION

1. Maintain and secure a systematic file of all personnel records of the office;
2. Provide administrative support to all employees of the office through the preparation of vouchers for the payment of various expenses incurred by the office like unutilities and payrolls;
3. Prepare regular reports to the GSIS, Civil Service, Pag-Ibig and various offices of the city government;
4. Receive and records all incoming communications and documents and record and release outgoing communications and documents from the office.
5. Receive Payment application for Security Paper.

REGISTRATION DIVISION

1. Receive / prepare / release Marriage License registration / release Marriage, Certification.
2. Receive / release Certification of Live Birth registration / release.
3. Receive / release Death Certificate.
4. Receive / release Legal Instrument.