LBP Form No. 4

Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2026
Naga City

Department/Office	**CITY CIVIL REGISTRY OFFICE**
Mandate/Legal Basis	The City Civil Registry Office shall be responsible for the civil registration program of the Local Government Unit, pursuant to the Civil Registry Laws and other pertinent laws, rules and regulations issued to implement them.
Vision	To deliver a precise and well-organized program dedicated to preserving all civil registry records to the highest possible standard.
Mission	To continually enhance our knowledge and skills in the systematic filing, maintenance, and preservation of civil registration records, utilizing modern technology to streamline the delivery of civil registration products and services to the public.
Organizational Outcome	Efficient and timely registration of vital events - such as births, marriages, deaths and other civil registry records, that are essential for citizen identification, legal processes, and statistical analysis.

AIP Reference Code	Program/Project/ Activity Description	Major Final Output	Performance Indicator	Target for the Budget Year	Proposed Budget for the Year			
					PS	MOOE	CO	Total
	General Administration and Support (GAS)							
1000-2-01-12-001-000-000	General Administrative Services	Efficient and effective delivery of civil registry services and civil registry fees in accordance with city ordinance properly implemented and collected for City Treasurer's Office	Civil Registry Services delivered on time and proper implementation of Civil Registry Fees	Civil Registry Services administered and delivered	10,524,373.00	1,194,000.00	359,000.00	12,077,373.00
1000-2-01-12-001-001-000	Capacity Development - Team Building - Bench Marking - Trainings & Seminars	Updated and improved skills and knowledge of employees	Upskilled and capacity development of employees	Enhance Service Delivery		200,000.00		200,000.00
	B. SUPPORT TO OPERATION							
1000-2-01-12-002-002-000	Expansion, Repair and Improvement of the Office	Enable archival management more efficiently, adequate working space for employees and waiting area for clients	Expansion, Repair and Improvement of Workplace	Efficient archival management; easy flow of office transactions - client friendly CCRO			4,000,000.00	4,000,000.00
	C. OPERATION							
1000-2-01-12-003-001-000	Mobile Civil Registration - Mobile Registration in the 27 Barangays in Naga City	Reduction of occurrence of unregistered children	Reduced of number of unregistered children	Reduced unregistered children		100,000.00		100,000.00
1000-2-01-12-003-002-000	Civil Mass Wedding - Conduct of Civil Mass Wedding Activities	Reduction of occurence of unmarried couples	Reduced njumber of unmarried couples	Reduced unmarried couples		200,000.00		200,000.00
1000-2-01-12-003-003-000	Creation of Civil Registration Agent in the 27 Barangays of Naga City	100% registration of birth and other vital events in every barangay in Naga City. Ensure updated profiling in the barangays	Civil Registration Agent hired in the 27 barangays in Naga City	Civil Registration Agent in 27 barangays		163,920.00		163,920.00
				TOTAL	**10,524,373.00**	**1,857,920.00**	**4,359,000.00**	**16,741,293.00**

Prepared:

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Reviewed: Local Finance Committee

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