

DUTIES AND RESPONSIBILITIES
Publication Period: June 20 to July 05, 2023

CITY CIVIL REGISTRY OFFICE

Plantilla Item No. 16 - Administrative Assistant II (Assistant Registration Officer) (SG 8)

- 1) Receive and release requested copies of registered civil registry documents;
- 2) Ensure compliance to guidelines on the Issuance of Civil Registry Documents pursuant to R.A. 10173 or Data Privacy Act of 2012;
- 3) Ensure the availability of all documented information forms pertinent to ISO processes;
- 4) Perform other duties and responsibilities as may be assigned from time to time.