



Reference No. 24CRS02-04-2472

OFFICE MEMORANDUM NO. 2024-104

TO : ALL REGIONAL DIRECTORS, CRASD CHIEFS, CHIEF STATISTICAL SPECIALISTS, BIRTH REGISTRATION COORDINATORS AND CONCERNED PSA FIELD PERSONNEL

SUBJECT : Operational Structure of Birth Registration Assistance Project at Provincial Statistical Offices

DATE : 24 April 2024

The participation and outputs of Birth Registration Assistance Project (BRAP) Coordinators are necessary to attain the goals and objectives of BRAP. In line thereto, BRAP Coordinators must assist the Region/Province specially on the submission of correct reports to the BRAP Project Management Office.

In this regard, the BRAP Coordinators should be under the direct supervision of the Registration Officer (RO) II in the Provincial Statistical Office (PSO). In the absence of RO II, such responsibility will be performed by RO I. Thus, all their activities, reports, and accomplishments must be strictly monitored and counter-checked by the RO II or RO I. Attached hereto is the operational structure of BRAP at PSO for your reference.

Also, to ensure accurate data in the implementation of the Project, the BRAP Coordinators and ROs II or ROs I are enjoined to submit clean, verified and correct reports to BRAP Project Management Office.

For your information and strict compliance.

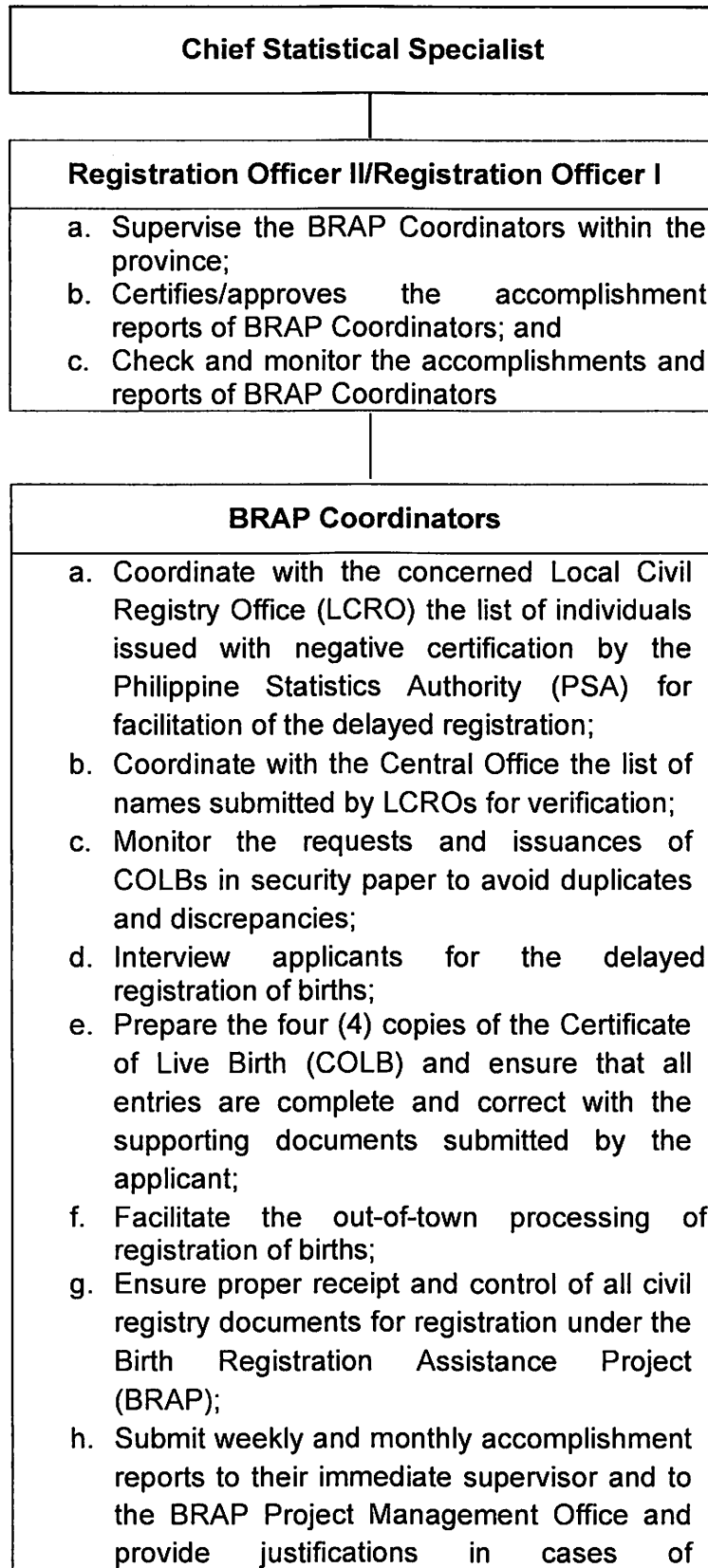
CLAIRE DENNIS S. MAPA, PhD
Undersecretary
National Statistician and Civil Registrar General

Attachment:

1. *Operational Structure of BRAP at Provincial Statistical Office*



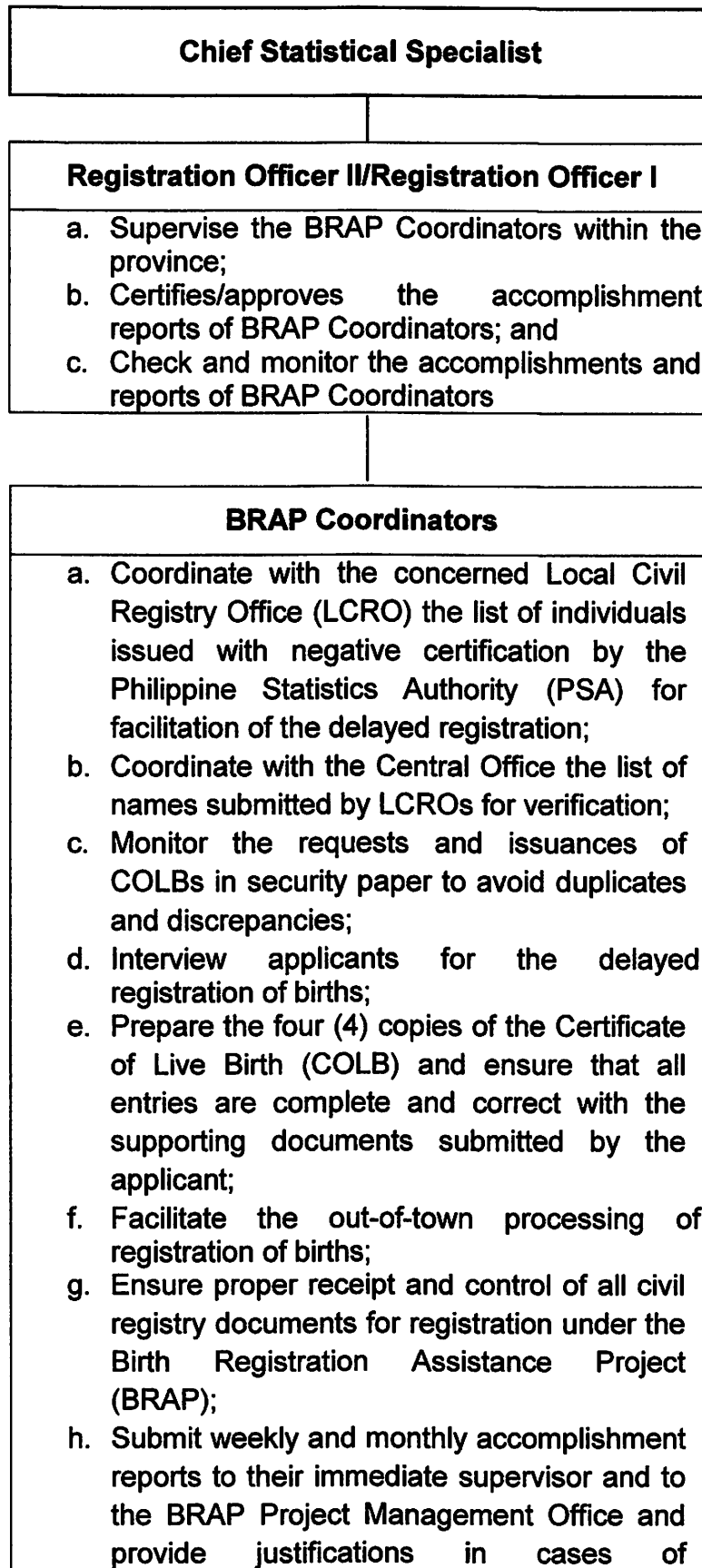
Operational Structure of BRAP at Provincial Statistical Office



discrepancies in reflected output;

- i. Prepare and submit narrative reports regarding the status of the project at provincial level for Provincial Consolidated Narrative Reports (PCNR);
- j. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and
- k. Perform other tasks assigned by the Immediate Supervisor and the Project Director.

Operational Structure of BRAP at Provincial Statistical Office



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