



Reference No. 23CRS01-08-3418

MEMORANDUM CIRCULAR NO. 2023-19

TO : ALL CONCERNED BREQS PARTNERS AT THE
LOCAL GOVERNMENT UNITS, SM MALLS, AND
SUPERVISORS OF CRS OUTLETS

SUBJECT : Transfer of Servicing Philippine Statistics Authority
Civil Registry System Outlets for the Acceptance
and Release of Batch Request System Requests

DATE : 30 August 2023

There are 62 Philippine Statistics Authority (PSA) Civil Registry System (CRS) Outlets that have been established and are now already catering to the needs of clients for PSA-issued civil registry documents and certifications. This development is part of the implementation Civil Registry System-Information Technology Project Phase II (CRS-ITP2) in line with the aim of PSA to bring its frontline services closer and more accessible to the people.

With the full implementation of CRS-ITP2, there will be a total of 81 CRS Outlets nationwide that will be able to accept and to release requests for copy issuance of birth, marriage, and death documents as well as the issuance of Certificate of No Marriage or Advisory on Marriages, and Certificate of No Death or Advisory on Deaths. These CRS Outlets shall not only be able to cater to walk-in clients but also to authorized Batch Requests System (BREQS) Partners.

In this connection and in order to lessen the distance and travel time of BREQS Partners at the Local Government Units and SM Malls in going to and from the CRS Outlet East Avenue, Quezon City for the submission and release of BREQS requests, the servicing outlets will be distributed to the nearest location as indicated in Attachment 1.



Management
System
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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
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Relative thereto, BREQS Partners shall continue to upload to the CRS Website the proof of payments and encode the batch files of requests for copy issuance of civil registry documents and certifications for processing. They shall also officially delegate their authorized Liaison Officer to receive the results of verifications/documents in security paper, on the scheduled date and time of release at the designated Servicing PSA CRS Outlet.

Once the requested documents, which contain personal and sensitive information, have been released by the CRS Outlet, it is understood that it is for proper safekeeping and issuance to the rightful owner in compliance with Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012. The same shall be under the responsibility and liability of the BREQS Partner.

Designation of the new servicing PSA CRS Outlet to the BREQS Partners shall take effect on **15 September 2023**.

For your information and guidance.

CLAIRE DENNIS S. MAPA, PhD

Undersecretary

National Statistician and Civil Registrar General

CSM/MBG/TPK

Attachment:

1. *Designated Servicing Philippine Statistics Authority Civil Registry System Outlet for Batch Request System Partners*

**Designated Servicing Philippine Statistics Authority Civil Registry System Outlet for
Batch Request System Partners**

PSA Authorized BREQS Partner	Servicing CRS Outlet
Local Government Unit (LGU) of Angono LGU of Antipolo City LGU of Tanay SM Masinag SM Taytay	CRS Outlet - Antipolo City <u>Contact Information:</u> ROXXANE P. VILLANUEVA Outlet Supervisor Ground Floor, Antipolo Triangle Mall Sen. Lorenzo Sumulong Memorial Circle Brgy. San Jose, Antipolo City Tel. No. (02) 8552-7025
LGU of Rodriguez, Rizal SM Centerpoint SM Cubao SM Fairview SM Manila SM Marikina SM North EDSA SM Novaliches SM Quiapo SM San Jose Del Monte, Bulacan SM San Lazaro SM San Mateo, Rizal	CRS Outlet East Avenue, Quezon City <u>Contact Information:</u> BETCHEWELL MATIENZO Outlet Supervisor CRS Building, PSA Complex East Avenue, Quezon City Tel. No.: (02) 8461-0500 locals 210, 211, 212
LGU of Taguig City SM Aura SM Estancia SM Hypermarket Pasig SM Makati SM Megamall SM Ortigas	CRS Outlet Makati City <u>Contact Information:</u> IMELDA B. SEMILLA Outlet Supervisor 5 th Floor, Ayala Circuit Mall, Makati City Tel. No. (02) 7007-2831
SM Baliwag SM Marilao	CRS Outlet Malolos City, Bulacan <u>Contact Information:</u> NOEVILLE NACION Outlet Supervisor 3 RD Floor, Vista Mall-Malolos Longos, Malolos City, Bulacan Tel. No. (044) 795-3087
SM BF Parañaque SM Bicutan SM Las Piñas SM Mall of Asia SM South Mall SM Sucat	CRS Outlet Parañaque City <u>Contact Information:</u> MAYCHELDA S. QUILLO Outlet Supervisor 5 th Floor, Ayala Mall, Manila Bay Diosdado Macapagal Boulevard corner Aseana Avenue Parañaque City Tel. No. 0956 045-0353

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PSA Authorized BREQS Partner	Servicing CRS Outlet
LGU of Malabon City LGU of Navotas City LGU of Valenzuela City SM Grand Central SM Valenzuela	CRS Outlet Valenzuela City <u>Contact Information:</u> MA. TERESA M. CRUZ Outlet Supervisor 3rd Floor, COMELEC Bldg.. C.J. Santos St., Malinta Valenzuela City Tel. No. (02) 8372-0133