



Ref. No. 03CRD001-024
(Pls. cite number in your reply)
27 May 2003

Memorandum

To : All City / Municipal Civil Registrars
Subject : Annotations Arising from Cases of Legitimation

From : 
Carmelita N. Ericta
Civil Registrar General

It has been observed that annotations arising from cases of legitimation are not correctly followed. In some cases, the City / Municipal Civil Registrar (C/MCR) issue new birth certificates, while others issued amended ones.

To reiterate, the proper procedure of annotations arising from cases of legitimation are contained in Rule 66, paragraph 5 and 6, of Administrative Order No. 1, series of 1993.

" (5) The original family name of the child as appearing in the Register of Births **shall not** be erased or deleted, but in the "Remarks" space shall be written "Legitimation by Subsequent Marriage" indicating the family name which the child shall bear by virtue of the legitimation, also giving reference to the entry number in the Register of Legal Instruments." (*italics supplied*)

" (6) When the interested party requests a copy of the birth certificate of a legitimated child, a certified copy of the Certificate of Live Birth bearing the annotation "Legitimated by Subsequent Marriage on (date of marriage) at (place of marriage)" or a certified transcription using standard form from the Register of Births bearing the effects of legitimation and the same annotation indicated in the certified true copy, shall be issued."

For example, Cynthia Q. dela Torre bore a child out of wedlock on January 11, 1990. The father's child is Joseph C. Padilla. At the time of the birth of the child, both were capacitated to marry. The child, while illegitimate, was acknowledged by his father. In January 1, 2000, Cynthia and Joseph entered into a valid marriage with each other in Manila. An affidavit of legitimation was executed and filed.

The original birth certificate of Carlo Q. dela Torre shall contain the annotation "*Legitimated by subsequent marriage on January 1, 2000 at Manila*". A certified true copy issued will contain this annotation. Should a transcription be requested, the father's name and date of marriage may be reflected, but the annotation above must still be indicated.

For your information and guidance.




Ref. No. 03CRD001-031
(Pls. cite number in your reply)

27 June 2003

Memorandum

To : All City/Municipal Civil Registrars

Subject : Reiteration on the Concept and Rules on Foundling Children

From : 
Carmelita N. Erieta
Civil Registrar General

A foundling is a deserted or abandoned infant or child found, with parents, guardians or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown fact of birth or parentage. (Rule 26, Adm. Order No.1, s. 1993)

The name given to the foundling serves only to identify and distinguish him/her from other individuals. It does not establish paternity or filiation with the finder or informant.

It should be emphasized that all other circumstances of the child at the time he/she was found, must be properly recorded. This includes information on the age of the child at the time he/she was found, date and time of discovery of the child, distinct body features or marks, and the condition of the child when he/she was found. Information regarding the finder should also be properly provided. Finally, information about the informant should be provided as well.

The data above serves to properly identify the child and the circumstances surrounding his discovery. It is vital that this be correctly and accurately given, since the Certificate of Foundling will initially and hopefully, temporarily, serve as the child's birth certificate.

For your information and guidance.



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Web: http://www.census.gov.ph
Telephone: (632) 9267333 & (632) 7137074
Fax: (632) 9267329 & (632) 7137073



Republic of the Philippines
Office of the Civil Registrar General
National Statistics Office
EDSA corner Times St.
West Triangle, Quezon City 1104

Reference No. 03CRD001-015

5 July 2003

MEMORANDUM

TO : All Regional Director/Provincial Statistics Officers

FROM : 
CARMELITA N. ERICTA
Administrator and Civil Registrar General

SUBJECT : Transfer of Applications for Annotated Civil Registry Documents affected by Republic Act No. 9048 from the Office of the Administrator in NSO – Sta. Mesa to the Civil Registry Department in NSO – EDSA.

1. Effective 16 July 2003, all applications for civil registry documents in Security Paper (SECPA) that have been processed under Republic Act No. 9048 shall be filed at:

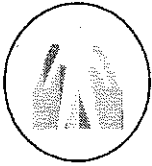
*Area A, Ground Floor, Vibal Building
NSO EDSA corner Times St.
West Triangle, Quezon City*

2. Therefore, the requesting public may no longer file their application for SECPA at the Office of the Administrator at NSO in Sta. Mesa starting July 16, 2003.
3. The fee for a copy of annotated SECPA is P125.00.
4. Please be reminded that the requirements for first time requesters of annotated SECPA are the following C/MCR-issued documents: a) C/MCR and CRG approved petition, b) Certificate of Finality, c) annotated certificate, and d) original (un-annotated) certificate.
5. Together with the abovementioned requirements and the payment in Postal Money Order, all applications coming from the field offices shall be sent to the following address:

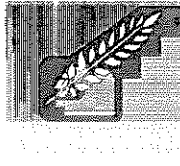
*Lourdes J. Hufana
OIC-Director, Civil Registry Department
3/F Vibal Bldg., NSO EDSA cor Times St.
West Triangle, Quezon City*

Subject: RA 9048

5. Please disseminate to your constituents and respective C/MCRs.



P.O. Box 779 Manila, Philippines
Cable Address: NSOPHIL
E-mail: C.Ericta@mail.census.gov.ph
Web: <http://www.census.gov.ph>
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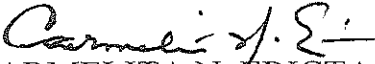
Ref. No. 03CRD001-023
(Pls. cite in your reply)

26 June 2003

MEMORANDUM

TO : All Regional Director/Provincial Statistics Officers

SUBJECT : Requests made through e-mails, fax messages and Letters/communications

FROM : 
CARMELITA N. ERICTA, *gk*
NSO Administrator & Civil Registrar General

Effective immediately, all Regional and Provincial Offices with Serbilis Centers are hereby instructed to stop sending applications for certifications of birth, marriage, death and other documents through e-mails, fax, and/or letters/communications. All applications filed in your office must be processed through the CRS.

On the other hand, all Provincial Offices which do not have Serbilis Centers are advised to enter the applications using BREQS.

Please be reminded that requests for Court Order, Legal Instruments and Indorsements shall still be forwarded to the Central Office, attention CRD while R.A. 9048 requests will be addressed to the Administrator's Office. However, the Central Office will not accept follow-up on R.A. 9048 petitions. Please advise petitioners to course their inquiry at the Local Civil Registry Office where they filed the said petition.

For your information and strict compliance.

Thank you.



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Ref. No. 03NSO00-099

MEMORANDUM -

To: All Regional Directors/Provincial Statistics Officers

Date: September 15, 2003

Subject: Prohibition of Certifying Photocopies of NSO-issued civil registry documents in SECPA

It has come to our knowledge that there are clients requesting NSO to certify photocopies of their civil registry documents, allegedly true copies of previously issued documents in security paper (SECPA). In most instances, clients were able to previously secure a copy of the civil registry document from a Census Serbilis Centers (CSCs) and are in need of additional copies of the same.

The act of certifying a photocopy (*xerox*) to be a true copy of the record is well-intended but there remains the need to safeguard the integrity of the documents we issue and stake our reputation upon. If we certify the photocopy without direct verification from our own database, we cannot say with certainty that the document presented to us is genuine including the paper it was allegedly printed on. While in all probability small, there is a possibility that tampering or modification may have occurred.

To preserve the integrity of NSO-issued documents, the practice of certifying photocopy is hereby disallowed. Clients are to be advised to secure additional copies from any CRS outlet.

For your guidance and implementation.


CARMELITA N. ERICTA
Administrator and Civil Registrar/General



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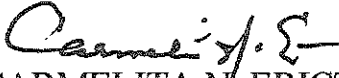
Ref. No. 03CRD001-058
(Pls. cite in your reply)

4 November 2003

MEMORANDUM

FOR : All Employees at the Civil Registry Department
Regional Directors and Regional Serbilis Outlet Staff
Provincial Statistics Officers and Provincial Serbilis
Outlets

SUBJECT : Guidelines in Providing Information to the Media

FROM : 
CARMELITA N. ERICTA
Civil Registrar General

The Office of the Civil Registrar General (OCRG) is considered by the media and other agencies as the main source of reliable information to establish identity and status of persons. This is especially true for private individuals and public officials who are the focus of intense media scrutiny.

To maintain the integrity of civil registry product and the quality of our service, the following guidelines are formulated for the information and strict compliance of all concerned. Violation of these guidelines is tantamount to a violation of reasonable office rules and regulations, and may subject the offender to administrative penalties.

1. Unless accompanied by an express written clearance from the Administrator, the Deputy Administrator or Director of the Civil Registry Department (CRD) or their duly authorized representatives, no personnel is authorized to provide any information, whether verbal or otherwise, pertaining to the civil status or identification of any individual, to a representative of the media or agency. In the case of field offices, such clearance shall be given by the Regional Director (RD), Provincial Statistics Officer (PSO) or their duly authorized representatives.

2. Duly authorized representatives are limited to the Division Chiefs of the CRD, or in the case of the Administrator and Deputy Administrator, whoever shall be designated, provided that in no case shall their salary grades be lower than SG 18. For field offices, authorized representatives shall be those designated by the RD or PSO, whose salary grade should not be lower than SG 15. Designation orders to this effect shall be issued by the proper official.
3. No request from any media or other agency pertaining to the above-mentioned cases shall be entertained unless it is accompanied by a letter request from their respective heads.
4. Official response to such requests shall be only through a certification, the templates of which are attached to this memorandum. Should a copy of the document be required, an application must be filed and approved by the person identified in Items 1 and 2 above, after which, general processing and issuance procedures shall be followed.
5. Release of the official response shall be made only to the same representative who filed the application or made the request.
6. Copies of all such requests, certifications and documents issued shall be kept on file at the OCRG for record purposes.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the marriage certificate of name of groom and name of bride alleged to have occurred on date of marriage, in place of marriage (is/is not available) in the Indices of Marriage of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the birth certificate of name of owner of document alleged to have been born on date of birth, to parents name of father and name of mother in place of birth (is/are not available) in the Indices of Births of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the death certificate of name of owner of document alleged to have died on date of death, of parents name of father and name of mother in place of death (is/is not available) in the Indices of Death of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.