

MEMORANDUM CIRCULAR NO. 2010-05

TO : All Regional Directors/Officers-in-Charge

FROM: CARMELITA N. ERICTA
Administrator and Civil Registrar General

SUBJECT: Effective Date of Implementing the 2007 Revised Civil Registry Forms

Date: October 28, 2010

Please be informed that the 2007 revised civil registry forms (Certificate of Live Birth, Certificate of Death, Certificate of Marriage, Birth Attachment, Application for Marriage License, Death Attachment, Marriage Attachment, Fetal Death, Certificate of Founding, Conversion to Islam, Certificate of Divorce and Statement of Revocation of Divorce) shall be implemented effective January 2011. For this reason, all Provincial Statistics Officers are hereby advised to inform all users of the civil registry forms such as city/municipal civil registrars, solemnizing officers, hospital/clinic administrators, physicians, midwives, health officers, rural health personnel and other persons involved in registration activities within their respective areas of jurisdiction regarding this matter.

For the convenience of the city/municipal civil registrars and other users of the registry forms, the provincial offices of the National Statistics Office are authorized and designated as distribution centers where the interested parties may file orders and purchase of these forms.

In the National Capital Region, procurement of civil registry forms shall be made with the Civil Registration Department c/o the Office of the Director.

The following are the procedures in the order and distribution of civil registry forms including the revised civil registry forms:

1. Civil Registrars and other users order civil registry forms from their respective Provincial Offices (POs) of the National Statistics Office (NSO).
2. The POs of NSO shall prepare order forms to be sent to the Civil Registration Department (CRD) either through mail or email or hand carried by a liaison officer;
3. Orders are evaluated to determine whether the forms ordered are enough for their stock good for six months to one year.
4. Purchase Request (PR) is prepared for signature of the Director of CRD and forwarded to Administrative and Services Division – Property and Supply (ASD-PSS) for control and monitoring.
5. The PR is forwarded to the Planning, Management and Coordination Division (PMCD) for evaluation;

6. The PR is forwarded to the General Administration Department (GAD) for the initial of the Director;
7. The PR is forwarded to the Office of the Civil Registrar-General (OCRG) for approval;
8. The PR is returned to ASD-PSS for the preparation of the Purchase Order (PO);
9. The PO is forwarded to Accounting Division (AD) for processing;
10. The PO is forwarded to GAD for the initial of the Director then to CRG for approval;
11. The approved PO is returned to ASD-PSS requests PMCD and COA to inspect the forms due for shipment;
12. The ordered forms are shipped to the respective POs by APO.

Please take note of the following prices of the Revised Municipal Forms:

Municipal Form	Type	Price per Paid
102	Certificate of Live Birth	P305.00
97	Certificate of Death	P305.00
103	Certificate of Marriage	P305.00
103A	Birth Attachment	P270.00
OCRG Form 101	Application for Marriage License	P245.00
90	Death Attachment	P245.00
102	Marriage Attachment	P99.00
97	Fetal Death	P99.00
103	Certificate of Founding	P99.00
OCRG Form 104	Conversion to Islam	P245.00
OCRG form 102	Certificate of Divorce	P245.00
OCRG Form 103	Statement of Revocation of Divorce	P245.00

Further, the Manual of Instructions on Civil Registry Forms: Accomplishment and Coding is also available for three hundred pesos (P300.00).