




Ref. No. 977000 - 2001  
(Pls. cite in your reply)

7 January 1997

**MEMORANDUM**

**TO** : Provincial Statistics Officer/Officers In- Charge

**FROM** :   
: TOMAS P. AFRICA  
Administrator

**SUBJECT** : Additional Instructions on the DVSS Processing of Civil Registry Documents for 1997

1. Numbering of folios for each type of document shall be continuous starting with 001 for documents registered in January 1997. The last number shall be assigned to the last folio containing documents registered in December 1997.
2. For the FILE IDENTIFICATION PANEL, the entry in the space for the "YEAR OF REGISTRATION" shall be 1997.
3. All documents pertaining to a municipality shall be arranged in ascending registry number.
4. The transmittal letter(s) accompanying the monthly reports of each C/MCR shall be submitted to the OCRG.

For strict compliance.

cc: Regional Administrators  
tpa/ljh/rgp  
comm: dvss(winword)