




Ref. No. 977000 - 2005
(Pls. cite in your reply)

~~31 January 1997~~

MEMORANDUM

TO : RAs/PSOs/OICs/LCRs


FROM : TOMAS F. AFRICA
Administrator

SUBJECT : PROCEDURES ON HOW TO SEND REGISTERED DOCUMENTS NOT IN OCRG FILE

To facilitate requests of individuals for civil registry documents, the OCRG now accepts submissions of registered documents not found in OCRG file. Below are the instructions on how to send such documents.

1. Use Municipal Form No. 1-A (Certificate of Birth Available), 2-A (Certificate of Marriage Available) or 3-A (Certificate of Death Available), as the case may be, if the birth/death/marriage document is not available in your file and the document to be submitted is taken from the registry book. Do not use the 1993 revised municipal forms for vital events that occurred prior to 1993.
2. If LCR form No. 1A, 2A or 3A is used, it must be indicated in the certification that this was issued to "OCRG, National Statistics Office".
3. The document must be duly signed by the concerned Civil Registrar and must be accompanied by an endorsement letter which must be sent through mail. No document must be handcarried by the requesting party or his representative.

4. The document together with the endorsement letter, must be addressed to:

Ms. Edith Orcilla
Registration Officer III
CRD Coordinating Section
National Statistics Office
Sta. Mesa, Manila

For strict compliance.

tpa/ljh/wcb/rgp
comm: crmonth(winword)

Republic Of the Philippines
Office of the Local Civil Registrar
Cabugao, Ilocos Sur

Handwritten signature

September 17, 1996

TO WHOM IT MAY CONCERN:

We certify that, among others, the following facts of birth appear in our Register of Birth on page 57 of book number V.

LCR Registry Number : 86

Date of Registration : February 14, 1957

Name of Child : ANGELA DICION CARBONEL

Sex : Female

Date of Birth : February 9, 1957

Place of Birth : Salomague, Cabugao, Ilocos Sur

Name of Mother : Maxima D. Dicion

Nationality of Mother : Filipino

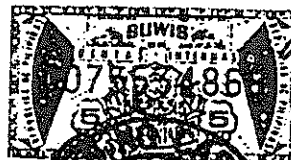
Name of Father : Benjamin C. Carbonel

Nationality of Father : Filipino

Date of Marriage of Parents : No entry

Place of Marriage of Parents : No entry

This certification is issued to OCRG, National Statistics Office upon his / her request.



Handwritten signature of Josefina S. Sison
Josefina S. Sison
Local Civil Registrar

Verified by:

Handwritten signature of Linda S. Gazmen
Linda S. Gazmen
Asst. Registration Officer

Amount Paid XX

O.R. Number XX

Date Paid XX



NOTE: This certification is not valid if it has mark of erasure or alteration of any entry.