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

Reference: 02NSO00-083

August 5, 2002

Memorandum

To : All City/Municipal Civil Registrars

Subject: Reiteration of the Guidelines in Implementing Republic Act No. 9139

This refers to the attached OCRG Memorandum (Ref. No. 01CRD00-214, dated July 25, 2002; Ref. No. 01CRD00-1273, dated September 7, 2001 and Ref. No. 01-CRD00-278 dated September 24, 2001) on the implementation of the pertinent provisions of Section 7 of Republic Act No. 9139.

Please be reminded on the following guidelines:

1. The petition for naturalization and its supporting documents should be posted for a period of thirty (30) days;
2. Posting of the petition should start upon receipt from the Special Committee on Naturalization (SCN) of the following: a) petition for naturalization; b) supporting documents; and c) notice to the public;
3. The concerned City/Municipal Civil Registrar shall directly submit to the SCN within thirty (30) days from receipt of the petition a report stating: a) whether or not the petitioner has any derogatory record on file; or b) whether or not there is any information adverse to the petition for naturalization.
4. Please furnish the OCRG with a copy of the report. Submit the report to the Office of the Civil Registrar-General, attention: Lourdes J. Hufana, OIC-Director, Civil Registry Department, National Statistics Office, EDSA corner Times St., West Triangle, Quezon City.

For your information and guidance.

**CARMELITA N. ERICTA**  
Civil Registrar-General

CNE/LJH

With attachments.  
Copy furnished: RDs/PSOs/ManCom



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Republic of the Philippines  
Office of the Civil Registrar General  
National Statistics Office  
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West Triangle, Quezon City 1104

Ref. No. 02CRD00-108  
(Please cite in your reply.)

18 April 2002

Memorandum

To : All City/Municipal Civil Registrars

Subject : OPINION NO. 11, S. 2002 OF THE SECRETARY OF JUSTICE  
CONCERNING FILING FEE OF PETITION UNDER REPUBLIC  
ACT NO. 9048

For your information and guidance, we are providing you the attached copy of Opinion No. 11, S. 2002 of the Secretary of Justice concerning the filing fee in connection with the implementation of Republic Act No. 9048. The issue which was resolved by the Secretary of Justice was whether or not a local government unit can impose a filing fee in an amount different from what was promulgated by the Inter-Agency Committee which was mandated under the said law to promulgate the implementing rules and regulations.

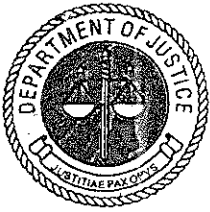
Among other things, the Secretary of Justice said:

“Xxx...we rule that the filing fees as imposed by Administrative Order No. 1, S. 2001 should prevail over the filing fees imposed by the said City Ordinance since the rules and regulations promulgated by the civil registrar general pursuant to the provisions of R.A. No. 9048 have the force and effect of law (U.S. v. Molina, 29 Phil. 119 [1914]; See Co Chiong v. Cuaderno, 83 Phil. 242). Moreover, the aforementioned Administrative Order was issued in implementation of R.A. No. 9048 and under the said Law, it is the civil registrar general, not the local government units, that has the authority to issue rules and regulations in implementation of the provisions thereof.”

Please be guided accordingly.

  
CARMELITA N. ERICTA  
Civil Registrar General

CNE/cbl/...  
Encl.: a/s  
Copy furnished:  
All RDs and PSOs



Republika ng Pilipinas  
KAGAWARAN NG KATARUNGAN  
Department of Justice  
Manila

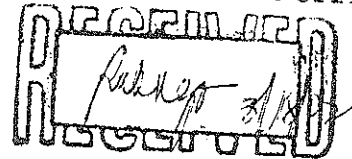
MAR 08 2002



Ms. CARMELITA N. ERICTA  
Civil Registrar General  
Office of the Civil Registrar General  
National Statistics Office  
EDSA corner Times St., West Triangle  
Quezon City 1104

OPINION NO. 11, S. 2002

NATIONAL STATISTICS OFFICE



CIVIL REGISTRY DIVISION

Madam:

This refers to your request for opinion as to which filing fees shall prevail, that prescribed under Administrative Order No. 1, Series of 2001 (implementing rules and regulations) promulgated and issued by the Civil Registrar General or that prescribed under Ordinance No. 7786-2001 passed by the City Council of Cagayan de Oro.

The query arose when prior to the promulgation of the said Administrative Order on July 24, 2001, Rules and Regulations Governing the Implementation of Republic Act No. 9048 (An Act Authorizing the City or Municipal Civil Registrar or the Consul General to Correct a Clerical or Typographical Error in an Entry and/or Change of First Name or Nickname in the Civil Register Without Need of a Judicial Order, Amending for this Purpose Articles 376 and 412 of the Civil Code of the Philippines), the Sangguniang Panlungsod of Cagayan de Oro City enacted Ordinance No. 7786-2001 on June 19, 2001 entitled "AN ORDINANCE LEVYING A FILING FEE FOR PETITION TO CORRECT A CLERICAL ERROR OR TYPOGRAPHICAL ERROR IN AN ENTRY, OR TO CHANGE THE FIRST NAME OR NICKNAME, IN THE CITY CIVIL REGISTER AT THE RATES PROVIDED FOR HEREIN, AND FOR OTHER PURPOSES."

Section 1 of the said Ordinance provides:

Section 1. - There shall be levied, imposed or collected a filing fee upon any person who will file with the City Civil Registrar a petition for the correction of a clerical or typographical error in an entry, or for the change of first name or nickname, in the City Civil Register, at the following rates:

(a) correction of a clerical or typographical error  
P250.00

(b) change of first name or nickname  
P500.00

On the other hand, Rule 18 of Administrative Order No. 1, Series of 2001, provides, among others, that the city/municipal civil registrar or the district/circuit registrar "is hereby duly authorized to collect from every petitioner a filing fee in the amount of one thousand pesos (P1,000.00) for the correction of clerical or typographical error, and three thousand pesos (P3,000.00) for change of first name or nickname," but that an indigent petitioner as defined under Rule 2.7 shall be exempt from the payment of said fee.

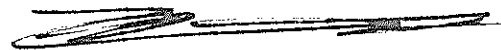
It is also provided under the said Rule that the local legislative body shall ratify the fees therein prescribed upon effectivity of said Order. Prior to ratification by the local legislative body, all fees collected in connection with the Order shall go to the Local Civil Registry Office (LCRO) trust fund: provided that the fees prescribed therein shall be uniform in all cities and municipalities in the country, and in all Philippine Consulates.

The said Administrative Order was enacted pursuant to Section 10 of R.A. No. 9048, which states that "The civil registrar general shall, in consultation with the Department of Justice, the Department of Foreign Affairs, the Office of the Supreme Court Administrator, the University of the Philippines Law Center and the Philippine Association of Civil Registrars, issue the necessary rules and regulations for the effective implementation of this Act not later than three(3) months from the effectivity of this law."

Subject to the discussion hereunder, we rule that the filing fees as imposed by Administrative Order No. 1, s. 2001 should prevail over the filing fees imposed by the said City Ordinance since the rules and regulations promulgated by the civil registrar general pursuant to the provisions of R.A. No. 9048 have the force and effect of law (U.S. v. Molina, 29 Phil. 119 [1914]; See Co Chiong v. Cuaderno, 83 Phil. 242). Moreover, the aforementioned Administrative Order was issued in implementation of R.A. No. 9048 and under the said law, it is the civil registrar general, not the local government units, that has the authority to issue rules and regulations in implementation of the provisions thereof.

Finally, it is a well-established principle in the law of municipal corporations that the legislative bodies of municipal corporations, which are mere creations of Congress, may not enact municipal legislation invading or intruding into an area already covered by a statute, or contravening provisions of the same (Secretary of Justice Op. No. 77, s. 1971).

Very truly yours,



HERNANDO B. PEREZ  
Secretary



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Reference No.: 02CRD00-0471

05 November 2002

TO : All Regional Directors

FROM : *L. Hufana*  
LOURDES J. HUFANA  
OIC-Director, Civil Registry Department

SUBJECT : Authentication procedure to be adopted at the  
Regional Census Serbilis Centers

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This is to formalize the agreement made during the recent Regional Directors Conference regarding the authentication procedure to be adopted at the Regional Census Serbilis Centers.

As per discussion, all Regional Serbilis Centers shall now follow the authentication procedure enumerated below starting November 4, 2002.

1. Requests for authentication whose records are covered by converted years (Converted) –

The process shall automatically proceed to copy issuance of the requested birth record through CRS. If a certain request results to a negative find, the certified true copy submitted by the requesting party shall be used and the request shall undergo signature verification using the CRS.

Please be informed that as of October 30, 2002, all birth documents, from 1945 to 1999 including late registered, indorsements and births which occurred outside the Philippines, are now converted and now loaded in the production database.

The authentication fee is P110.00.

2. Requests for authentication whose records are not covered by the converted years (Unconverted) –

Authentication shall follow signature verification. No verification of the document shall take place.

Authentication fee is P110.00

3. Requests for authentication of late registered documents –

These are forwarded electronically to CF for verification to ensure that there are no duplicate records at NSO's physical archives and the CRS database. If NSO has a copy, a certified true copy is issued. Otherwise, using the certified true copy submitted by the party, signature verification using the CRS is followed.

With the completion of the conversion and migration of timely and late registered birth documents for the years 1945 to 1999 and the indorsed documents, this procedure shall apply to late marriage and death documents. For births, this procedure will apply to those registered late in 2000 onwards.

Fee is P60.00.

Please be informed that the above-mentioned procedure is found in the Job Aids for Request Service Officers and Outlet Supervisors given to you.

For your information and guidance.

To: regnlist@mail.census.gov.ph  
From: "Lourdes J. Hufana" <L.Hufana@mail.census.gov.ph>  
Subject: CRS authentication  
Cc: crsmanagers@mail.census.gov.ph  
Bcc:  
Attached:

Hello!

This is to formalize the agreement made during the recent Regional Directors Conference regarding the authentication procedure to be adopted at the Regional Census Serbilis Centers.

As per our discussion, all Reional Serbilis Centers shall now follow the authentication procedure enumerated below starting November 4, 2002.

1. Requests for authentication whose records are covered by converted years (**Converted**) -

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The authentication fee is P110.00

2. Requests for authentication whose records are not covered by the converted years (**Unconverted**) -

Authentication shall follow signature verification. No verification of the document shall take place.

Authentication fee is P110.00.

3. Requests for authentication of late registered documents -

These are forwarded electronically to CF for verification to ensure that there are no duplicate records at NSO's physical archives and the CRS database. If NSO has a copy, a certified true copy is issued. Otherwise, using the certified true copy submitted by the party, signature verification using the CRS is followed.

Fee is P60.00.

Please be informed that the abovementioned procedure is found in the Job Aids for Request Service Officers and Outlet Supervisors given to you.

X-VirusChecked: Checked

From: "Trajano, Rose" <Rose.Trajano@plan-international.org>

To: L.Hufana@mail.census.gov.ph, C.Ericta@mail.census.gov.ph

Subject: Reminder questionnaire UCP eval

Date: Wed, 23 Oct 2002 13:08:00 +0100

X-Mailer: Internet Mail Service (5.5.2650.21)

Dear Maam Ludy,

WH

May I remind you of the questionnaire on UCP evaluation given to you last meeting in Dulcinea.

Attached is the copy of the questionnaire. When can I get it from your office?

Salamat po.

REminder din maam Kabalikat taping is 2:30 pm Studio 17 ABS-CBN Oct 24.

Thanks.

Rosa

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