



Republic of the Philippines

NATIONAL
STATISTICS
OFFICE
Manila

Office of the
Civil Registrar General



Ref. No: 987000-0469
(Please cite in your reply)

Circular No. 98-1
08 September 1998

To : Regional Administrators, Provincial Statistics Officers,
City/Municipal Civil Registrars and OIC's

Subject : PIECEMEAL SUBMISSION OF CIVIL REGISTRY DOCUMENTS
TO OCRG

May we inform all the concerned parties that the Passport Division of the Department of Foreign Affairs and the foreign embassies in Manila accept only certification on civil status of persons which are issued by this Office in security paper (SECPA). There are cases, however, when this certification in SECPA cannot be issued to the interested party either because this Office cannot locate the original copy in its archive or the current documents are still with the Provincial Statistics Officer being processed under the Decentralized Vital Statistics System. To facilitate the issuance of certification in SECPA to affected parties, this Office hereby requires that the needed documents be submitted on a piecemeal basis by the concerned Provincial Statistics Officer (PSO) or civil registrar under the following guidelines:

1. The request for submission of a particular document may be done by authorized Civil Registry Division (CRD) personnel or by the concerned party. The authorized CRD personnel are: Carlito B. Lalicon, Lourdes J. Hufana, Editha R. Orcilla, Ledesma L. Monte, and Estrellita G. San Juan. The request by authorized CRD personnel may be sent through e-mail (if available at the other end), telephone call, or by conventional postal service.
2. The proof that a certain document is required to be submitted to this Office is the negative certification in the possession of the interested party which states among others that civil registry records for a particular year are intact in the file of the concerned civil registry office, or a certification that the particular document is still with the concerned civil registry office or NSO provincial office for computerized processing. The latter documents are usually current or those registered in 1998, whether timely or late.

P.O. Box 779 Manila, Philippines
Cable Address: NSO PHIL
E-mail: TAlric@mal.census.gov.ph
Web: <http://www.census.gov.ph>
Telephone: (632) 716-3924 (632) 713-4063
Fax: (632) 716-0454 (632) 713-7079



3. When the request for immediate submission to OCRG is for an advanced copy of the 1998 registered document (marked "Copy for OCRG"); the concerned civil registrar or PSO shall retain a machine (xerox) copy of the same which shall be used for computerized processing. The machine copy shall be annotated with the following remarks: *Original copy already submitted to OCRG on (specify date).* The machine copy shall be submitted to OCRG together with other original documents following the normal schedule and procedure of monthly submission.
4. When the request for immediate submission to OCRG is for a copy of old document (registered prior to 1998) the concerned civil registrar shall have its file copy reproduced at the expense of the interested party. The reproduction may be done with a machine copier or by manually copying exactly the various entries from the original to a new registration form (Certificate of Live Birth, Certificate of Marriage, Certificate of Death, etc.). Regardless of the date of occurrence and date of registration, the 1993 revised registration forms shall be used in producing a true copy. In the latter case, the civil registrar shall prefix the abbreviation "SGD." before the name of the signatory. The reproduced copy shall be certified to by the concerned civil registrar as a true copy of the original, and shall annotate it with the following remarks: *For OCRG file.*
5. In a case where the original copy of the document is no longer available at the local civil registry office, but entries are found in the registry book, the concerned civil registrar shall use LCR Form 1A, LCR Form 2A, or LCR Form 3A, as the case may be. No item of information shall be left blank in these transcription forms. For example, if the information is not available in the Register of Births, like *date and place of marriage of parents*, the corresponding entry in the transcription form should be *DATA NOT AVAILABLE FROM THE REGISTER OF BIRTHS*. The certified transcription shall be issued to *OCRG FOR FILING IN THE ARCHIVE* and not in the name of the interested party.
6. In case the concerned party is not in a hurry, any one of the authorized CRD personnel may request the submission of the required document from the concerned civil registrar or from the PSO. This will take longer time, probably, more than fifteen (15) days, because the concerned civil registrar or PSO will be using the conventional postal service system (ordinary mail) in sending the document to OCRG. Otherwise, the concerned party may do the request itself or through a representative personally appearing before the civil registrar or the PSO, and shouldering all expenses required in the reproduction and sending of the document from the civil registrar or PSO to OCRG.
7. The concerned civil registrar or PSO shall send the document or cause the document to be sent to OCRG through conventional postal service system, private messengers services (JRS, DHL, LBC, or other similar agencies) or through the local civil registry liaison. The document shall be accompanied with

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a transmittal letter from the concerned civil registrar or PSO. In no case, however, shall the interested party be allowed to handcarry the document to OCRG. The address to be used shall be:

The Civil Registrar General
National Statistics Office
Sta. Mesa, Manila

Attn.: Ms. EDITHA R. ORCILLA

- 8. The certification mentioned in No. 2, shall be returned to the same party requesting the immediate submission of the document. The certification shall be needed by the same party in its subsequent transaction with the OCRG.
- 9. To assist the interested party in its subsequent transaction with the OCRG, the concerned civil registrar or PSO is hereby requested to advise said party of the following:

First Step: The interested party, two or three days after its transaction with the concerned civil registrar or PSO, shall proceed to Window No. 1 of the Releasing Unit (CRD, Manila) where it shall present the following documents (stapled together) to the teller: (1) Proof of submission of the document to Manila such as official receipt from JRS, LBC, DHL, and other similar agencies; (2) Copy of the negative certification previously issued by the OCRG with official receipt attached to it as proof of prior payment of the certification fee; and (3) Copy of the transmittal letter from the concerned civil registrar or PSO.

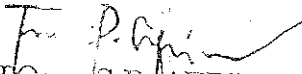
Second Step: The interested party will be given by the teller a *Claim Stub* which contains information as to the date and time when the interested party shall return to claim the certification. The three (3) documents required in the *First Step* shall be stapled to the duplicate copy of the *Claim Stub* which shall be used by the office in retrieving the document from the file of endorsed documents.

Third Step: When the interested party is not able to get the certification on the date and time when it was scheduled for release, because the document supposedly sent by the concerned civil registrar or PSO has not been received yet by the OCRG, the interested party shall be properly informed and the scheduled date and time of release in the *Claim Stub* will be reset.

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Memoranda dated 25 September 1996 and 31 January 1997 and other previous instruction concerning endorsement or piecemeal submission of documents are hereby repealed.

This Circular shall take effect immediately.


TOWNSHIP OF AFRICA
Civil Registrar General

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