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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 No. 03CRD001-015

5 July 2003

**MEMORANDUM**

**TO :** All Regional Director/Provincial Statistics Officers

**FROM :**   
CARMELITA N. ERICTA  
Administrator and Civil Registrar General

**SUBJECT :** Transfer of Applications for Annotated Civil Registry Documents affected by Republic Act No. 9048 from the Office of the Administrator in NSO – Sta. Mesa to the Civil Registry Department in NSO – EDSA.

1. Effective 16 July 2003, all applications for civil registry documents in Security Paper (SECPA) that have been processed under Republic Act No. 9048 shall be filed at:

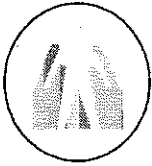
*Area A, Ground Floor, Vibal Building  
NSO EDSA corner Times St.  
West Triangle, Quezon City*

2. Therefore, the requesting public may no longer file their application for SECPA at the Office of the Administrator at NSO in Sta. Mesa starting July 16, 2003.
3. The fee for a copy of annotated SECPA is P125.00.
4. Please be reminded that the requirements for first time requesters of annotated SECPA are the following C/MCR-issued documents: a) C/MCR and CRG approved petition, b) Certificate of Finality, c) annotated certificate, and d) original (un-annotated) certificate.
5. Together with the abovementioned requirements and the payment in Postal Money Order, all applications coming from the field offices shall be sent to the following address:

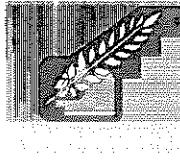
*Lourdes J. Hufana  
OIC-Director, Civil Registry Department  
3/F Vibal Bldg., NSO EDSA cor Times St.  
West Triangle, Quezon City*

**Subject: RA 9048**

5. Please disseminate to your constituents and respective C/MCRs.



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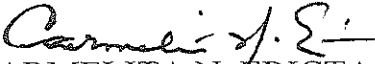
Ref. No. 03CRD001-023  
(Pls. cite in your reply)

26 June 2003

MEMORANDUM

TO : All Regional Director/Provincial Statistics Officers

SUBJECT : Requests made through e-mails, fax messages and Letters/communications

FROM :   
CARMELITA N. ERICTA, *gk*  
NSO Administrator & Civil Registrar General

Effective immediately, all Regional and Provincial Offices with Serbilis Centers are hereby instructed to stop sending applications for certifications of birth, marriage, death and other documents through e-mails, fax, and/or letters/communications. All applications filed in your office must be processed through the CRS.

On the other hand, all Provincial Offices which do not have Serbilis Centers are advised to enter the applications using BREQS.

Please be reminded that requests for Court Order, Legal Instruments and Indorsements shall still be forwarded to the Central Office, attention CRD while R.A. 9048 requests will be addressed to the Administrator's Office. However, the Central Office will not accept follow-up on R.A. 9048 petitions. Please advise petitioners to course their inquiry at the Local Civil Registry Office where they filed the said petition.

For your information and strict compliance.

Thank you.



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Ref. No. 03NSO00-099

**MEMORANDUM -**

**To: All Regional Directors/Provincial Statistics Officers**

**Date: September 15, 2003**

**Subject: Prohibition of Certifying Photocopies of NSO-issued civil registry documents in SECPA**

It has come to our knowledge that there are clients requesting NSO to certify photocopies of their civil registry documents, allegedly true copies of previously issued documents in security paper (SECPA). In most instances, clients were able to previously secure a copy of the civil registry document from a Census Serbilis Centers (CSCs) and are in need of additional copies of the same.

The act of certifying a photocopy (*xerox*) to be a true copy of the record is well-intended but there remains the need to safeguard the integrity of the documents we issue and stake our reputation upon. If we certify the photocopy without direct verification from our own database, we cannot say with certainty that the document presented to us is genuine including the paper it was allegedly printed on. While in all probability small, there is a possibility that tampering or modification may have occurred.

To preserve the integrity of NSO-issued documents, the practice of certifying photocopy is hereby disallowed. Clients are to be advised to secure additional copies from any CRS outlet.

For your guidance and implementation.

  
CARMELITA N. ERICTA  
Administrator and Civil Registrar/General



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Ref. No. 03CRD00-0004

01 February 2003

Memorandum

TO : All City/Municipal Civil Registrars

FROM :   
Carmelita N. Erieta  
Administrator and Civil Registrar General

SUBJECT : Delayed registration of Filipino deportees from Malaysia

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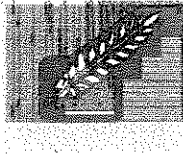
This is in connection with the Filipino deportees from Sabah, Malaysia. In coordination with the Department of Foreign Affairs (DFA), the National Statistics Office (NSO) - Region IX facilitated the delayed registration of birth of these deportees. The said delayed registration process was needed in the procurement of their passports from the DFA.

This office is fully aware of the procedure/rule in the implementation of delayed registration. Because of the abnormality and urgency of the situation, there are requirements in this rule which the deportees may not be able to present to support their application for delayed registration. Thus, as long as the registrant can submit minimal requirements, please consider the registration of the deportees. Please be informed that the deportees urgently need their birth certificates for them to secure their passports and VISAs in order to get back to their jobs in Malaysia.

Please be guided accordingly.



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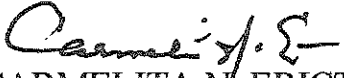
Ref. No. 03CRD001-058  
(Pls. cite in your reply)

4 November 2003

## MEMORANDUM

FOR : All Employees at the Civil Registry Department  
Regional Directors and Regional Serbilis Outlet Staff  
Provincial Statistics Officers and Provincial Serbilis  
Outlets

SUBJECT : Guidelines in Providing Information to the Media

FROM :   
CARMELITA N. ERICTA  
Civil Registrar General

The Office of the Civil Registrar General (OCRG) is considered by the media and other agencies as the main source of reliable information to establish identity and status of persons. This is especially true for private individuals and public officials who are the focus of intense media scrutiny.

To maintain the integrity of civil registry product and the quality of our service, the following guidelines are formulated for the information and strict compliance of all concerned. Violation of these guidelines is tantamount to a violation of reasonable office rules and regulations, and may subject the offender to administrative penalties.

1. Unless accompanied by an express written clearance from the Administrator, the Deputy Administrator or Director of the Civil Registry Department (CRD) or their duly authorized representatives, no personnel is authorized to provide any information, whether verbal or otherwise, pertaining to the civil status or identification of any individual, to a representative of the media or agency. In the case of field offices, such clearance shall be given by the Regional Director (RD), Provincial Statistics Officer (PSO) or their duly authorized representatives.

2. Duly authorized representatives are limited to the Division Chiefs of the CRD, or in the case of the Administrator and Deputy Administrator, whoever shall be designated, provided that in no case shall their salary grades be lower than SG 18. For field offices, authorized representatives shall be those designated by the RD or PSO, whose salary grade should not be lower than SG 15. Designation orders to this effect shall be issued by the proper official.
3. No request from any media or other agency pertaining to the above-mentioned cases shall be entertained unless it is accompanied by a letter request from their respective heads.
4. Official response to such requests shall be only through a certification, the templates of which are attached to this memorandum. Should a copy of the document be required, an application must be filed and approved by the person identified in Items 1 and 2 above, after which, general processing and issuance procedures shall be followed.
5. Release of the official response shall be made only to the same representative who filed the application or made the request.
6. Copies of all such requests, certifications and documents issued shall be kept on file at the OCRG for record purposes.

Form No. \_\_\_\_\_

Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the marriage certificate of name of groom and name of bride alleged to have occurred on date of marriage, in place of marriage (is/is not available) in the Indices of Marriage of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA  
Director III

Affix  
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.

Form No. \_\_\_\_\_

Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the birth certificate of name of owner of document alleged to have been born on date of birth, to parents name of father and name of mother in place of birth (is/are not available) in the Indices of Births of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA  
Director III

Affix  
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.



