



Reference No. 23CRS01-08-2871

09 August 2023

## PUBLIC ADVISORY

The Philippine Statistics Authority (PSA) – Civil Registration Service processes Civil Registry Documents (CRDs) through Electronic Endorsement (EE). EE is a decentralized, and virtual process of endorsing birth, death, and marriage certificates that are not found in the Civil Registry System (CRS) database and archives, whether previously registered or currently registered at the Local Civil Registry Offices (LCROs) or at the Shari'a Courts to PSA. This process is **FREE of CHARGE**.

LCRO shall be responsible in endorsing the document to the nearest or most accessible CRS Servicing Outlet in its respective city or municipality. Likewise, Regional Directors and Chief Statistical Specialists must ensure that the LCROs and Shari'a Courts availing the EE process within their Serbilis Outlets are regularly submitting CRDs as well as its corresponding datafiles to PSA within the prescribed period.

For your information and guidance.

**CLAIRE DENNIS S. MAPA, PhD**  
Undersecretary  
National Statistician and Civil Registrar General

CSM/MBG/ECQ

Attachment:

1. Memorandum Circular No. 2020-12 dated 06 July 2020



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REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 20CRS00-01-479

**MEMORANDUM CIRCULAR No. 2020-12**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/  
OFFICERS-IN-CHARGE (OICs)  
ALL SHARIA CIRCUIT REGISTRARS  
ALL PROVINCIAL STATISTICS OFFICERS/OICs  
ALL REGIONAL DIRECTORS/OICs

SUBJECT : Piecemeal/Advance Copy of Civil Registry  
Documents through Electronic Endorsement

DATE : 06 July 2020

Electronic endorsement (EE) is a decentralized, and on-line process of forwarding birth, death, and marriage certificates that are not found in the Civil Registry System (CRS) database and Archives, whether previously registered or currently registered at the Local Civil Registry Offices (LCROs) or at the Sharia Courts to PSA. This EE process provides the fastest mode of acquiring a copy of birth, marriage or death document in security paper (SECPA) from PSA. The clients need not wait for longer processing time through the regular monthly submission from LCROs to the PSA Provincial Statistics Office (PSO) and subsequently to PSA Central Office which usually takes about three (3) months or more depending on the volume of registrations and the geographic locations of the subject city or municipality.

We have observed that piecemeal/endorsed civil registry documents (CRDs) submitted thru couriers to the Central Office are voluminous or in bulk despite the implementation of EE under the Civil Registry System-Information Technology Project Phase 1 (CRS-ITP1). To facilitate the processing of piecemeal/advance endorsement for SECPA, the following guidelines must be followed:

1. All LCROs, and Sharia Courts must submit registered civil registry documents thru EE process directly to their respective Provincial



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Statistics Office (PSO) or to the nearest or most accessible CRS Servicing Outlet. Piecemeal/advanced copy of civil registry documents (CRDs) thru courier is no longer allowed.

In relation to the above rule, Regional Directors (RDs), and their respective PSOs must ensure that all LCROs, and Sharia Circuit Courts within their jurisdiction submit all registered civil registry documents to PSA within the prescribed period. Electronic endorsement shall not be used by the City/Municipal Civil Registrars(C/MCRs), and Sharia Circuit Registrars as an alternate process for regular submission of monthly registrations to PSA.

2. For Local Government Units (LGUs) with existing Batch Request Entry System (BREQs), endorsements should be coursed by the LCRO thru its CRS Servicing Outlet to facilitate the transmittal, and processing of said documents.
3. LCROs must be responsible in endorsing the document to the nearest or most accessible CRS Servicing Outlet. Likewise, RDs and PSOs must ensure that these LCROs and Sharia Courts availing of the EE process within their *Serbilis* Outlets are regularly submitting CRDs, and datafiles to PSA within the prescribed period.

For your information and strict compliance.



**DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/MBG