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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.: 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

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!

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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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FYI and guidance.

Ludy