

OFFICE MEMORANDUM NO. 2011-33

TO : All Outlet Managers/Outlet Supervisors

SUBJECT : Implementation of Special Lane for Civil Registry Document Requests of
Filipino Workers Bound for Taiwan

Pursuant to the memorandum issued by the Office of the Executive Secretary On February 14, 2011 re extending assistance to Filipino workers bound for Taiwan. The National Statistics Office (NSO) along with the other government agencies such as the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the Social Security System (SSS), the Philippine Health Insurance Corporation (PhilHealth) are required to set-up a special window designated to the processing and authentication or issuance of documents to these workers.

In compliance with the memorandum, all outlets are required to implement procedures in expediting the process for birth certificate application of Filipino workers bound for Taiwan.

Following are steps you may adopt in setting the special lane/window:

- Designate a special window/lane for requesting Filipino workers bound for Taiwan
- Place signage within the premises to direct applicants to designated queues
- Instruct the applicants to indicate that the application is for purpose of employment to Taiwan
- Require the applicant to present proof or supporting documents that the civil registry document is to be used as requirement for work in Taiwan.

You are required to report the steps you have undertaken in connections with this Office Memo.

CARMELITA N. ERICTA
Administrator and Civil Registrar General

February 22, 2011