



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 23CRS03-05-08

MEMORANDUM CIRCULAR NO. 2023-10

TO : ALL REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS,
CRASD CHIEFS, CITY/MUNICIPAL CIVIL REGISTRARS, AND
OFFICERS-IN-CHARGE

SUBJECT : 2023 Search for Outstanding Local Civil Registry Offices

DATE : 21 May 2023

The selection for Outstanding Local Civil Registry Offices (LCROs), carried out by the Philippine Statistics Authority (PSA), aims to recognize the efforts of the LCROs in delivering civil registration programs, activities, and services. Specifically, the objectives are:

1. To encourage efficiency and productivity, innovativeness and creativity in the LCROs;
2. To acknowledge the LCROs' initiatives in supporting the programs and activities relevant to the Civil Registration and Vital Statistics (CRVS);
3. To appreciate the data generated from Vital Statistics;
4. To promote the values of participation, and cooperation; and
5. To align the incentive system with the results-based performance that delivered timely, accurate, reliable products and efficient civil registration services.

The cities and municipalities will be classified into six different categories which are determined by the number of civil registry documents, i.e. birth, marriage and death certificates, registered annually by the LCROs and forwarded by the Provincial Statistical Offices (PSOs) to the Civil Registration Service (CRS)-Civil Register Management Division.

The coverage of the rating from July to December 2023 will be based on the 2023 criteria for LCRO Awards while the coverage of the rating from January to June 2023 will be based on the 2022 criteria for LCRO Awards.

Similarly, submission of narrative reports will be done preferably on a quarterly basis by the LCROs and forwarded by the PSOs to the CRS-Vital Statistics Division.



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The activities and respective weights (in percentage) as basis for the rating are shown below:

Activities	Weights (%)
1. Submission of Civil Registry Documents	40.0
<i>Timeliness (Evaluation by PSA-PSOs)</i>	20.0
<i>Quality (Evaluation by PSA-PSOs)</i>	10.0
<i>Quality (Evaluation by PSA-CRS)</i>	10.0
2. Birth Registration under PhilSys Birth Registration Assistance Project (percentage of registration vs target)	10.0
3. PSO/Officer-In-Charge Evaluation of LCRO	10.0
4. Mobile Registration	10.0
5. Information Dissemination	10.0
6. Compliance to CRS Requirements (<i>Evaluation by PSA-CRS</i>)	5.0
7. Use of Philippines Civil Registry Information System (<i>Evaluation by PSA-CRS</i>)	3.0
8. Over and above activities (<i>Evaluation by PSA-CRS</i>)	12.0
TOTAL	100.0

The LCRO Awards Manual is attached to enjoin the compliance of all LCROs, which details the submission of the reports to be rated, and the criteria for rating.

For your information and compliance.



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



MBG/EPG

Attachment:
1. 2023 LCRO Awards Manual