



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Ref. No. 19CRS-03-608

**MEMORANDUM CIRCULAR 2019- 06**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/  
OFFICERS-IN-CHARGE

SUBJECT : Submission of the Updated Directory of Local Civil Registrars to  
PSA Central Office

DATE : 21 March 2019

It is undeniable that PSA and Local Civil Registrars are partners in handling and processing of the civil registry documents of all registered individuals.

In so doing, communication between the PSA and Local Civil Registrars is necessary and inevitable.

Therefore, to facilitate the effective communication between the PSA and Local Civil Registrars, it is instructed that all civil registrars of cities and municipalities must submit their updated directory twice a year (on or before the last day of January and July) to PSA Central Office through the Civil Register Management Division (CRMD) of the Civil Registration Service. Likewise, the Knowledge Management and Communication Division (KMCD) of the Information Technology and Dissemination Service shall be furnished with the copy of the said updated directory.

Likewise, to have a uniform format of the updated directory to be submitted, a "Sample Form" was prepared to guide the local civil registrars. For reference, copy of which is hereto attached.

For strict implementation.

*Lisa Grace S. Bersales*

**LISA GRACE S. BERSALES, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General

*[Signature]*  
DAAS/FCT/MBG/RDP



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