



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Reference No. 19CRS01-7829

MEMORANDUM CIRCULAR No. 2019 – 25

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS
ALL PSA OFFICIALS AND EMPLOYEES

SUBJECT : Restructuring of the MCRs Desk and Guidelines in the Processing of Requests for Annotation of Civil Registry Documents from the PSA Field Offices (FOs) and Local Civil Registry Offices (LCROs)

DATE : 24 September 2019

The MCRs Desk was created by virtue of the Memorandum issued on 15 November 2001 primarily to receive and process request for issuance of civil registry certifications coming from PSA FOs and LCROs either through fax, e-mail, personal hand-carry or via courier.

The MCRs Desk shall now be called LCRs Desk. It will now function as the avenue for the LCRs to elevate and consult their concerns specifically on the following:

1. Policies, guidelines, implementing rules and regulations on civil registration;
2. Clarifications, queries, problems and issues related to civil registration;
3. Registration of civil registry documents;
4. Queries on the status of electronic endorsement and submitted civil registry documents;
5. Reconstruction of civil registry documents; and
6. Follow-up for annotation requests of civil registry documents.

To fully effect an enhanced delivery of services to all PSA Field Offices (FOs) and Local Civil Registry Offices (LCROs), the following revised guidelines are hereby implemented:

1. Only request for advance processing of annotated documents through RA 9048/10172, RA 9255, CD/LI sent via courier with complete set of supporting documents as stated in the checklist of requirements shall be accepted at the LCRs Desk.
2. Request for copy issuance of the annotated documents for RA9048, RA10172 and Supplemental Report can be filed at the Regional Serbilis Outlet in their localities. Other documents such as CD/LI shall be transmitted to the Central Outlet for Top Priority Loading process.
3. Request for copy issuance of converted/unconverted documents and CENOMAR will no longer be honored and accepted at the LCRs Desk. LCRs are advised to file the request at the nearest PSA Serbilis Outlet in their localities.



Management System
ISO 9001:2015
www.tuv.com
ID 9108940991



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

MEMORANDUM CIRCULAR No. 2019-

Re: Restructuring of the MCRs Desk and Guidelines in the Processing of Requests for Annotation of Civil Registry Documents from the PSA Field Offices (FOs) and Local Civil Registry Offices (LCROs)

4. Documents and communications intended for the LCRs Desk should be addressed to:

FRED S. SOLLESTA
(Director II)
Officer-in-Charge
Civil Registration Service
Philippine Statistics Authority
PSA Complex, East Avenue, Quezon City
Attention: LCRs Desk

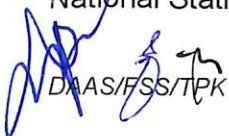
5. Incomplete/disapproved/inconsistent supporting documents are not eligible for processing and shall be returned to sender with proper instructions through feedback.
6. Processing of documents shall be on a first come first served basis.
7. Status report of the submitted request will be available for viewing through OnDDot System (ODDS).
8. Concerns and follow-ups can be communicated through <lcrsdesk@psa.gov.ph>.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY AND SHALL REMAIN ENFORCED UNTIL REVOKED OR MODIFIED.

For guidance and strict compliance.



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



DAAS/FSS/TPK