



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Ref. No. 20CRS-01-124

MEMORANDUM CIRCULAR NO. 2020- 03

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS
ALL BREQS PARTNERS/USERS AND INSTITUTIONS

SUBJECT : Additional Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication

DATE : 24 January 2020


Memorandum Circular 2019-15 (*Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication*) dated 11 June 2019 enumerates those who may be allowed to request for the copy issuance of CRDs/Certifications from the PSA other than the document owner.

Item III (5) of the said Memorandum Circular expressly provides that:

"5. Request for the copy issuance of documents from institutions legally in-charge of a minor can ONLY be processed when the Regional Director of the Department of Social Welfare and Development (DSWD) has issued an authorization to the concerned Child Caring Agency (CCA) provided authorization letter will be issued on a per child basis."

However, there are cases wherein Independently Placed (IP) children are being handled by Local Government Unit (LGU) social workers. Thus, for purposes of securing the civil registry documents of IP children handled by LGU social workers, the head of the LGU must be the one to authorize the social worker and not the DSWD Regional Director. Similar to the abovementioned rule, the authorization letter will be issued on a per child basis.

For strict compliance.


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