



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

Reference No 20CRS02-01-0101

**MEMORANDUM CIRCULAR No. 2020- 04**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs  
ALL SHARIAH CIRCUIT REGISTRARS  
ALL PSA REGIONAL DIRECTORS/OICs  
ALL PSA PROVINCIAL OFFICE/CHIEF STATISTICAL  
SPECIALISTS/OICs

SUBJECT : Implementation of the Decentralized Copy Annotation Process  
or DeCAP

DATE : 16 January 2020

The Decentralized Copy Annotation Process (DeCAP) is an innovation project of the Philippine Statistics Authority (PSA) primarily to address the need to expedite the processing of annotations of civil registry documents due to the increasing volume of transactions and in compliance to Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

DeCAP is a system that enables the Regional *Serbilis* Outlets to cater requests for copy issuance of annotated civil registry documents affected by administrative proceedings such as follows:

1. Correction of Clerical Error (CCE) under Republic Act No. 9048;
2. Change of First Name (CFN) under Republic Act No. 9048;
3. Correction of the day and/or month in the date of birth under RA 10172;
4. Correction of Sex under RA 10172;
5. Supplemental report of 1-2 omitted entries; and
6. Supplemental report of more than two omitted entries with approval from the Civil Registrar General (CRG)

For uniformity of DeCAP implementation at the RSSOs, the following guidelines shall be observed:

**A. Processing of Annotations through the Monthly Submission Report**

1. The City/Municipal Civil Registrar (C/MCR) shall send to the CRG within the first ten (10) days of each month, copies of the registered certifications of vital events involving births, marriages and deaths, including all registrable legal instruments and court decisions affecting the status of person, and approved administrative corrections (RA 9048, RA 10172, and



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supplemental reports) recorded during the preceding month, to the concerned PSA Provincial Statistical Office (PSO) having territorial jurisdiction over them. The C/MCRs should have a separate transmittal for civil registry documents involving administrative corrections (RA 9048, RA 10172, and supplemental reports) from the batch of registered documents as the concerned PSO will forward these to the Regional Statistical Services Office (RSSO) for DeCAP processing.

2. Upon receipt of the applications of documents subject for annotation, the PSA Provincial Statistical Office (PSO) will determine the completeness of the required documents. If upon evaluation of the submitted documents for annotation it was found to be lacking, it will issue a feedback based on its finding and return all the pertinent documents back to the concerned Local Civil Registry Office (LCRO). However, if the required documents are complete with respect to the processing of the annotation, the PSA Provincial Statistical Office will forward the same to the PSA RSSO having territorial jurisdiction over them.
3. The PSA RSSO, upon receipt of the documents subject for annotation, will endorse the documents to their respective Annotation Group for further screening and evaluation within the same day the documents subject for annotation are received.
4. The Annotation Group will process the documents subject for annotation in accordance to existing civil registration laws, rules and regulations, and following the standard processing period as prescribed under ARTA.

#### **B. Annotation through Direct Application at the PSA Regional *Serbilis* Outlet**

1. The C/MCRs, upon request of a client, without waiting for the regular monthly submission dates may directly endorse the civil registry documents subject for annotation to the PSA Regional *Serbilis* Outlet either by submitting the same in person, or through their designated liaison officers, or by means of private courier services.

The C/MCRs may likewise request for **Top Priority Loading (TPL)** of documents for annotation directly through the PSA Regional *Serbilis* Outlet. In any case, a transmittal letter must be attached in the request indicating the reason for its immediate processing. The process however will strictly follow an **office-to-office** transaction hence handcarried documents by the clients is not allowed.

2. The Outlet Supervisor, or the Outlet personnel designated to such task, will determine the completeness of the required documents. If upon evaluation of the submitted documents subject for annotation it was found to be lacking, he/she will issue a feedback based on its findings and return all the pertinent documents back to the concerned Local Civil Registry Office for their compliance within three (3) days from receipt. However, if the required documents are complete with respect to the processing of the annotation,

the Outlet Supervisor or authorized personnel will forward the same to their respective Annotation Group within the same day the documents subject for annotation were received.

3. The Annotation Group will process the documents subject for annotation in accordance with existing civil registration laws, rules and regulations, and following the standard processing period as prescribed under ARTA.

### C. Annotation through Direct Application at the PSA Central Office

1. The C/MCRs, upon request of a client, may directly endorse the civil registry documents subject for annotation to the PSA Civil Registration Service either by submitting the same in person, or through their designated liaison officers, or by means of private courier services.
2. The PSA Civil Registration Service will accept the processing of the documents subject for annotation only for:
  - a. Supplemental reports of more than two (2) omitted entries which require the approval of the Civil Registrar General;
  - b. Combo annotations or civil registry documents that may be processing two (2) or more annotations where one or more annotations are not yet decentralized by the PSA Central Office;
  - c. Documents subject for annotation of which the PSA Regional Statistical Services Office cannot access in the Electronic Annotation System (EAS) database such as transactions for referral to the Legal Service, with previously annotated erroneous document in the database, among others;
  - d. Processes on which it has not yet been decentralized by the PSA Central Office (i.e. court decrees, legal instruments);
  - e. Documents for processing within the territorial area of jurisdiction but several island provinces may be involved where the submission emanating from them to the Regional *Serbilis* Outlet may be impractical due to distance and inaccessibility; and
  - f. Others documents for processing as may have been directed by the CRG.

For your guidance and strict compliance.



**CLAIRE DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General



MLM/FSS/MBG