



Reference No. 24CRS00-07-1009

MEMORANDUM CIRCULAR NO. 2020-12A

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS, SHARI'A CIRCUIT REGISTRARS, PSA REGIONAL DIRECTORS, PROVINCIAL CHIEF STATISTICAL SPECIALISTS, OFFICERS-IN-CHARGE, AND PERSONNEL

SUBJECT : Amendment to Memorandum Circular No. 2020-12 dated 06 July 2020 re: "Piecemeal/Advance Copy of the Civil Registry Documents through Electronic Endorsement"

DATE : 08 July 2024

To maintain the integrity of Civil Registry Documents (CRDs) submitted by the Local Civil Registry Offices (LCROs) and Shari'a Circuit Courts to the Philippine Statistics Authority (PSA), it is necessary to amend Memorandum Circular (MC) No. 2020-12¹ dated 06 July 2020. The amendment specifically addresses the concern on the submission of purportedly spurious CRDs to be enrolled in the PSA databases. The updated guidelines for strict compliance are provided below:

1. All LCROs, and Sharia Circuit Courts shall submit civil registry documents for Electronic Endorsement (EE) processing directly to the Regional Statistical Services Office (RSSO) or to their respective Provincial Statistical Office (PSO).
2. Submission of advance endorsement through courier directly to the Civil Registration Service is **NO LONGER ALLOWED**.
3. The following are the only instances that can be coursed through the Civil Registration Service:
 - a. Civil registry documents affected by MC No. 2010-04 dated 20 October 2010 or those that have undergone corrections in the registry number, statistical entries, and geographical identification will be forwarded to the Civil Registration Service through courier for processing. Such application must have the copy of the page of the REGISTRY BOOK as

¹ Memorandum Circular No. 2020-12 dated 06 July 2020 re: Piecemeal/Advance Copy of the Civil Registry Documents through Electronic Endorsement



supporting document in addition to those prescribed in the MC No. 2010-04 dated 20 October 2010.

- b. Civil registry documents affected by Circular No. 91-6 dated November 1991 which provides the guidelines in the physical transfer of civil registry documents that were registered other than the place of the occurrence of the vital events (birth, death, and marriage).
 - c. EE for the National Capital Region (NCR). The electronic endorsement must be approved by the Assistant National Statistician or the Civil Register Management Division Chief.
4. The CRDs must be submitted through an office-to-office transaction with an endorsement letter duly signed by the City/Municipal Civil Registrar and must not be handed to the client for them to endorse themselves, in compliance with MC No. 2024-07² dated 15 February 2024.
 5. All Regional Directors (RDs) and their respective Provincial Chief Statistical Specialists (CSSs) must ensure that all LCROs and Shari'a Circuit Courts within their jurisdiction have submitted all registered CRDs and its datafiles to PSA within the prescribed period. Delayed or non-submission of monthly reports to the concerned PSOs shall result to the disapproval of such EE request forwarded by the CRS Outlets.
 6. EE shall not be used by the City/Municipal Civil Registrars and Shari'a Circuit Registrar as an alternate process for regular submission of monthly registration. EE is free of charge pursuant to Advisory dated 18 August 2023³. Once the CRDs electronically endorsed has been approved by the Civil Registration Service, the same may be requested for copy issuance subject to payment of prescribed processing fees in any CRS Outlets nationwide.
 7. EE and piecemeal/advance copy of CRDs sent through courier may be availed only by clients with verified proof of urgency such as follows:
 - a. Passport Application;
 - b. Processing of Death Claims;
 - c. Hospitalization purposes;

² Memorandum Circular No. 2024-7 dated 15 February 2024 re: Proper Handling of Civil Registry Documents Endorsed Through Courier Services

³ Advisory dated 18 August 2023 re: Advance Endorsement through Electronic Endorsement Processing of Registered Civil Registry Documents at Nearest Civil Registry System Outlet

- d. Burial purposes;
 - e. Educational purposes; and
 - f. Other emergency cases
8. All CRDs for endorsement to the RSSOs and PSOs must be sealed and should have an attached proof of urgency. Otherwise, such endorsement shall be disapproved by the RD or the respective Provincial CSS.
 9. Requests for EE at the CRS Outlet shall be approved by the RD or the Provincial CSS. The LCROs must submit the documents for electronic endorsement to the RD or Provincial CSS for processing using the template as provided herewith in Attachment No.1.
 10. Approved requests for EE will be transmitted to the CRS Outlet for screening and scanning while disapproved requests by the RD or Provincial CSS will be returned to the respective LCROs with attached feedback of disapproval.
 11. In processing the EE, the CRS Outlet personnel shall follow the guidelines in the screening and scanning as attached in Attachment No. 2.
 12. All submitted EEs in the CRS Outlet whether approved or disapproved by the Civil Registration Service will be submitted to the Central Office.
 13. The Outlet Supervisor shall submit a monthly report of processed EE to the Civil Registration Service using the template as provided herewith in Attachment No.3.

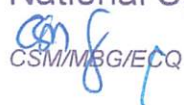
For your proper guidance and strict compliance.



CLAIRE DENNIS S. MAPA, PhD

Undersecretary

National Statistician and Civil Registrar General



CSM/MBG/ECQ

Attachments:

1. *Electronic Endorsement Transmittal Form*
2. *Guidelines on the Scanning of Electronic Endorsement in the Civil Registry System Outlet*
3. *Monthly Report of Processed Electronic Endorsement*



Electronic Endorsement Transmittal Form

No.	Name (Last Name, First Name, Middle Name)	Registry Number	Document Type	Date of Event	Date of Registration	Proof of Urgency	Approved/ Disapproved By the Regional Director or Chief Statistical Specialist	Name of Processor

Transmitted by:

 Signature over Printed Name
 of the Civil Registrar

Date: _____

Noted by: (Office of RD/CSS)

 Signature over Printed Name
 of the Regional Director or
 Chief Statistical Specialist

Date: _____

Received by: (Office of RD/CSS)

 Signature over Printed Name
 of the PSO/RSSO Staff

Date: _____

Outlet Supervisor:

 Signature over Printed Name

Date: _____





Guidelines on the Scanning of Electronic Endorsement in Civil Registry System Outlets

The screening process for the scanning of endorsed civil registry documents (CRDs) in the Outlet will be guided as follows:

1. The piecemeal/endorsed CRD shall contain the following:
 - a. Letter of endorsement duly signed by the City/Municipality Civil Registrar (C/MCR) or Shari'a Circuit Court;
 - b. Original copy/Certified Photocopy/Machine Copy/Certified Transcription;
 - i. Current registered CRDs (current and previous year), should be an original copy of Municipal Forms;
 - ii. Certified Photocopy/Machine Copy or registered documents 2009 below if available at the Local Civil Registry Office (LCRO) file;
 - iii. Certified transcription if the original copy is blurred and not available in the LCRO file. Endorsed document in Civil Registry Form 1A should have attached page of registry book where the record was entered, for evaluation purposes; and
 - c. Proof of urgency.
2. Verification as to the Registry Number in the submitted monthly report in Provincial Statistical Office vis-à-vis the endorsed CRD whether too high-ranged registry number. If the endorsed CRDs contains high ranged registry numbers, validate the same with the concerned C/MCR.
3. Ensure that all endorsed CRDs should contain the signature of the C/MCR.
4. Check if the C/MCR is regularly submitting its monthly reports. Otherwise, EE shall be disapproved. However, if the proof of urgency is presented, scan the endorsement CRDs, following the first-in-first-out policy.
5. All scanned CRDs whether approved or disapproved, must be submitted monthly to the Central Office for archiving and reference purposes.
6. Report of processed EE shall be submitted to the Civil Registration Service to monitor the activity. The report shall reflect the total approved, disapproved, and EE in Form 1A using the Monthly Report of Processed Electronic Endorsement (Attachment No. 3)¹ template.

¹ Memorandum Circular (MC) on the Amendment to MC No. 2020-12 dated 06 July 2020 re: "Piecemeal/Advance Copy of the Civil Registry Documents through Electronic Endorsement"





Monthly Report of Processed Electronic Endorsement

Month and Year	Total Number of Approved Electronic Endorsement	Total Number of Disapproved Electronic Endorsement	Total Number of Electronic Endorsement in Form 1A

Prepared by:

Signature over Printed Name
of the Outlet Supervisor

Date: _____

Noted by:

Signature over Printed Name
of the Regional Director/Chief
Statistical Specialist

Date: _____

