



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY



Reference No. 24CRS02-06-2470

## MEMORANDUM CIRCULAR NO. 2024-27

TO : ALL REGIONAL DIRECTORS, CRASD CHIEFS, CHIEF STATISTICAL SPECIALISTS, CITY/MUNICIPAL CIVIL REGISTRARS/OFFICERS-IN-CHARGE AND CONCERNED PSA FIELD PERSONNEL

SUBJECT : Guidelines in the Out-of-Town Registration of Birth Pursuant to the Implementation of Birth Registration Assistance Project

DATE : 04 September 2024

Out-of-town registration of birth occurs when the Certificate of Live Birth (COLB) is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered (*Rule 20 of Administrative Order No. 1, series of 1993*). In the implementation of the Birth Registration Assistance Project (BRAP), various civil registrars are availing this process to facilitate the birth registration of their clients.

For the purpose of out-of-town registration of birth records under BRAP, the Philippine Statistics Authority (PSA) reiterates the procedures under the Operational Guidelines for the Implementation of BRAP which was disseminated through the Office of the Civil Registrar General Memorandum Circular No. 2022-15 dated 22 July 2022.

As expressly stated in the said Operational Guidelines, applications filed for delayed registration through out-of-town registration facilitated by PSA Regional Statistical Services Office (RSSO) and/or Provincial Statistical Office (PSO) within the region/province, the set of documents shall be sent by the respective RSSO/PSO for submission to the concerned Local Civil Registry Office (LCRO) for the processing of late registration. For those outside the region, the set of documents shall



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

be sent by the CRS-Central Office for submission to the concerned LCRO. A copy of the BRAP Process Flow is hereto attached for your reference.

Further, in accomplishing the COLB under this project, specifically on items 23 (Prepared by), 24 (Received by), and 25 (Registered by the Civil Registrar), the following guidelines shall be followed as prescribed in the "Civil Registration and Vital Statistics Handbook for Health Workers, (Second Edition)" and "Manual of Instructions on Civil Registry Forms: Accomplishment and Coding":

### 1. Item 23 – Prepared by

This item is to be filled out by the person who prepared the COLB. The person who is responsible for preparing the COLB may be any of the following:

- a. C/MCR or LCRO staff;
- b. Medical Records officer/clerk;
- c. Attendants at birth;
- d. Barangay secretaries; and
- e. Others.

For BRAP, the entry can be filled out by the hired BRAP Coordinator or the LCRO staff who interviewed the registrant.

Indicate the name and title or position of the person who prepared the document and the date when the document was prepared. The said person should affix the signature in the space provided.

Example:

23. PREPARED BY	
Signature	<u>J. B. Carlos</u>
Name in Print	<u>JUAN B. CARLOS</u>
Title or Position	<u>BRAP Coordinator</u>
Date	<u>26 January 2024</u>

### 2. Item 24 – Received by

This is proof that the document has been received by the authorized personnel of the LCRO.

Indicate the name and title or position of the person who received the document and the date when the document was received. The said person should affix the signature in the space provided. Do not use a rubber stamp in this portion.

Example:

24. RECEIVED BY	
Signature	<u><i>A. O. Santiago</i></u>
Name in Print	<u>ANA O. SANTIAGO</u>
Title or Position	<u>Clerk III</u>
Date	<u>26 January 2024</u>

### 3. Item 25 – Registered by the Civil Registrar

This item shows whether the certificate was filed within the time period specified by law. The signature of the civil registrar provides evidence that the certificate has been accepted by and filed with the civil registrar.

This item should be accomplished by the civil registrar or the authorized representative. The absence of the necessary signature in this item raises doubt as to the authenticity of the certificate.

After checking the completeness and correctness of entries, the civil registrar or the authorized representative shall affix the signature over the printed name. Write the title or position and the date when the document was registered at the office. A facsimile signature is not acceptable.

Example:

25. REGISTERED BY THE CIVIL REGISTRAR	
Signature	<u><i>R. Castro</i></u>
Name in Print	<u>ROLANDO P. CASTRO</u>
Title or Position	<u>Municipal Civil Registrar</u>
Date	<u>09 February 2024</u>

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For your information and strict compliance



**CLAIRE DENNIS S. MAPA, PhD**

Undersecretary

National Statistician and Civil Registrar General



CSM/MBG/ECQ

Attachment:

1. *Birth Registration Assistance Project Process Flow*

## Birth Registration Assistance Project Process Flow

