



Reference No. 24ONS-03-0649

**MEMORANDUM CIRCULAR NO. 2024-24**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS, PHILIPPINE FOREIGN SERVICE POST OFFICIALS AND PSA OFFICIALS AND PERSONNEL

SUBJECT : Implementation of the Electronic Copy of the Action Taken by the Civil Registrar General to the Administrative Petition for Correction and Change of First Name under Republic Act No. 9048, as Amended for Annotation

DATE : 31 July 2024

Pursuant to Section 2 of Republic Act (RA) No. 11032, the State shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government.

President Ferdinand R. Marcos Jr., during his second State of the Nation Address at the Batasang Pambansa Complex in Quezon City, has directed all government offices to digitalize vital services immediately, as he outlined the achievements and programs of his administration aligned with its bid for digital transformation in all offices.

Relatively, under the Implementing Rules and Regulations (IRR) of RA No. 9048, as amended, the decision of the Civil Registrar General (CRG) shall be transmitted to the concerned City/Municipal Civil Registrar (C/MCR) after the date of the decision. The said decision is transmitted through registered mail and accredited private courier.

However, after careful observation of the existing process in the implementation of the Administrative Petition for Correction under RA No. 9048, as amended, it is observed that there are regular delays in the receipt by the Local Civil Registry Offices (LCROs) of the Action Taken by the CRG to the said administrative petitions for reasons attributable to several factors like the geographical location, mode of delivery, and for any other equivalent reasons.

In view thereof, it is imperative to find an alternative means of transmittal to ensure the timely receipt of the Action Taken by the CRG by the LCRO so as not to hamper the delivery of public services.



Thus, in order to address the growing concern in the failure to receive the decision rendered by the CRG and to further take appropriate measures to promote transparency and efficiency in the transmittal of the Action Taken by the CRG, the following guidelines are issued to allow the transmittal of the same thru electronic means, as follows:

## **I. RA UNIT – LEGAL SERVICE**

1. After final review of the administrative petition for correction, the Action Taken by the CRG to the said petition is to be prepared with a stamp on it indicating "**Certified Original Machine Copy (COMC)**," with an affixed signature of the processor on top of such stamp.
2. Upon accomplishing the Action Taken by the CRG with the stamped COMC, the electronic copy of the same is to be produced using a document scanning equipment or other similar digital imaging technologies.
3. The produced electronic copy of the Action Taken by the CRG must be sorted and organized in a digital folder for such purpose according to their respective regions and cities/municipalities to which such document pertains.
4. The RA Unit will transmit the e-copy of the Action Taken by the CRG through its official email address: [rallengalservice@psa.gov.ph](mailto:rallengalservice@psa.gov.ph), whether individually or collectively, to the official email address of the LCRO concerned duly communicated to the RA Unit by the C/MCR in a letter addressed to:

**ATTY. ELIEZER P. AMBATALI**

Director III

ONS-Legal Service

Philippine Statistics Authority

5. The Action Taken by the CRG shall be sent only to the email address duly referred to the RA Unit. However, in case there is a subsequent change of the email address on record, the LCRO concerned is required to re-transmit to the RA Unit another letter stating the change thereof. Thereafter, the email address on record will be deleted and replaced by the new email address.
6. In sending the electronic copy of the decision to the LCRO, the concerned Provincial Statistical Office (PSO) and Regional Statistical Services Office (RSSO) are copy furnished of the same to ensure the security and authenticity of the Action Taken by the CRG.
7. After the transmittal of the e-copy of the Action Taken to the LCRO concerned, the RA Unit will prepare the hard copy of the document and attach it to the copy of the administrative petition for recording purposes.

8. In all cases, the transmittal of the e-copy of the Action Taken by the CRG in relation to an administrative petition will preclude the transmittal of the same through registered mail/accredited private courier, unless the circumstances so warrant upon determination by the RA Unit Supervisor.

## II. LOCAL CIVIL REGISTRY OFFICE

1. Upon receipt of the email from the RA Unit's official email address, the LCRO has to check the attachment thereof, and acknowledge receipt of the said email in order to notify the RA Unit that it was received successfully.
2. The LCRO is to download the electronic copy of the documents, print the same, and perform other relevant actions to ensure the complete preparation of the documents.
3. After such download, the LCRO is to prepare the Certificate of Finality based on the attached decision rendered by the CRG.
4. The LCRO must certify as "**Certified True Copy (CTC)**" all the documents downloaded and printed from the email received before transmitting the same to the Annotation Unit of the Civil Registration Service (CRS) or to the Decentralized Copy Annotation Project (DECAP) together with the Certificate of Finality in order to effect the annotation of the correction or change of the entry being made.
5. Should the concerned LCRO find any clerical or typographical error in the decision rendered, or the same is not aligned with the prayer in the administrative petition for correction or change of first name, the latter must send an email to the RA Unit requesting for rectification stating the error/s so observed.

## III. ANNOTATION UNIT (CRS/RSSO)

1. The Annotation Unit of the CRS or DECAP is required to receive and process the executed Certificate of Finality by the LCRO concerned, together with the supporting documents for annotation. Provided, after ensuring that the documents submitted contained the stamped "**COMC**" by the RA Unit and the "**CTC**" by the LCRO.
2. Further, the Annotation Unit or DECAP is to verify first whether the entries in the printed copy are similar with the entries indicated in the Electronic Annotation System.
3. If the documents are complete and authentic after verification, the Annotation Unit or DECAP is required to annotate the correction duly approved by the CRG. In no case, the Annotation Unit deny the processing of annotation

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based on a Certificate of Finality executed after receipt of the electronic copy of the Action Taken by the CRG.

This Memorandum Circular shall not be read or construed as an amendment and/or repeal of the regular process in the transmittal of the Action Taken by the CRG through registered mail and accredited private courier mandated under the IRR of RA No. 9048, as amended.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT ON 31 JULY 2024 AND SHALL REMAIN IN FORCE UNTIL SOONER REVOKED OR MODIFIED.

For your information and proper guidance.



**CLAIRE DENNIS S. MAPA, PhD**  
Undersecretary  
National Statistician and Civil Registrar General

  
CSM/MBG/EPA/HSD

Attachment:

1. Sample Template for Action Taken by CRG
2. Process flow



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

## ACTION TAKEN BY CRG

The decision of MCR Juan Dela Cruz to correct the child's first name to "LOUISE" and the child's middle name and mother's name to "SANQUI" in the birth certificate bearing registry number 2007-082 is hereby **AFFIRMED**.

**CLAIRE DENNIS S. MAPA**

National Statistician  
and Civil Registrar General

Date: 12 April 2024



OCRG No. 24-2584161/N@T/jcabenojar/LS-JERSONABENOJI

CERTIFIED ORIGINAL MACHINE COPY

## Process Flow

