



Ref. No. 24CRS02-15-475

**MEMORADUM CIRCULAR NO. 2024- 07**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS, OFFICERS-IN-CHARGE, AND SHARI'A DISTRICT/CIRCUIT REGISTRARS

SUBJECT : Proper Handling of Civil Registry Documents Endorsed Through Courier Services

DATE : 15 February 2024

We have observed that piecemeal or endorsed Civil Registry Documents submitted through couriers to the Civil Registration Service (CRS) are currently sent directly by the clients themselves. It is imperative to emphasize that endorsements of these documents should be conducted through an office-to-office transaction.


Therefore, it is directed to refrain from providing clients with CRDs for their mailing to the PSA. This measure is implemented to ensure the integrity of the documents and to eliminate opportunities for red-tape.

Furthermore, all CRDs submitted through couriers to the CRS should be addressed as follows:

**CLEMENTE S. MANAOG, MNSA**  
(Director III)  
Officer-in-Charge, Deputy National Statistician  
Civil Registration and Central Support Office

ATTN: **MARIZZA B. GRANDE**  
Assistant National Statistician  
Civil Registration Service

For your guidance and strict compliance.

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

  
CSM/MBG/EDQ/MMM



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