



Ref. No. 24CRS0-0701

## MEMORADUM CIRCULAR NO. 2024-10

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

SUBJECT : Procedures of Blocking a Spurious Civil Registry Document Enrolled in the Civil Registry System Database

DATE : 08 April 2024

Civil Registry Documents (CRDs) are processed and uploaded to the Philippine Statistics Authority (PSA) Civil Registry System database under the presumption that the laws, policies, guidelines, and procedures on civil registration has been strictly implemented at the Local Civil Registry Offices (LCROs). Despite the established policies, guidelines, rules, and procedures that the Office of the Civil Registrar General has issued, this Office received several reports of spurious CRDs. Hence, the necessity to establish procedures for blocking these fraudulent documents and ensuring the protection and integrity of all CRDs and databases of the PSA. The following steps are to be done to address these concerns:

1. Upon receipt of the report of spurious CRDs, the Civil Registration Service through the Civil Register Management Division-Production Maintenance Unit will conduct initial inquiry and assess the affected records in the Civil Registry System database to verify the reliability of the report.
2. Based on the initial inquiry, the Assistant National Statistician (ANS) of the Civil Registration Service (CRS) shall coordinate with the Fraud Management Division (FMD) to facilitate investigation at the concerned LCRO through the Chief Statistical Specialist (CSS) of the PSA Provincial Statistical Office.
3. The CSS shall conduct ocular inspection at the concerned LCRO to further investigate the matter. The result of findings will be forwarded to the FMD and if necessary, FMD will conduct an investigation at the concerned LCRO.



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4. The FMD shall provide recommendations for approval which shall be the basis of CRS to link/unlink or lock the record to ensure the issuance of the correct CRD upon request.

Meanwhile, requests for cancellation of the affected CRDs shall undergo judicial process whenever necessary.

For your guidance and strict compliance.



**CLAIRE DENNIS S. MAPA, PhD**

Undersecretary

National Statistician and Civil Registrar General



CSM/MBG/ECQ