



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 21CRS02-07-1442

MEMORANDUM CIRCULAR NO. 2021- 12

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS, OFFICERS-IN-CHARGE, SOLEMNIZING OFFICERS, AND OTHER STAKEHOLDERS

SUBJECT : Guidelines on the Conduct of the 1st National Convention on Civil Registration and Vital Statistics (1NCCRVS)

Date : 26 July 2021

The first ever National Convention on Civil Registration and Vital Statistics (1NCCRVS) will be conducted on 01 to 03 September 2021. The activity is a venue to inform city/municipal civil registrars, solemnizing officers, academicians, statisticians, and other stakeholders about the recent developments of civil registration and the vital statistics generated in the country, and to award the Outstanding Local Civil Registry Offices for 2020. This event will be conducted through virtual platform (via Zoom) with a maximum of 1,000 participants.

Related to this activity, the Office of the Civil Registrar General issues the Guidelines on the Conduct of the 1NCCRVS which is hereto attached.

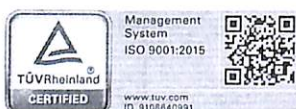
For your information and guidance.

CLAIRE DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

DN\$LM/MEG/ECQ/RDF

Attachment:

1. *Guidelines on the Conduct of the 1st National Convention on Civil Registration and Vital Statistics (1NCCRVS)*



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

GUIDELINES ON THE CONDUCT OF THE 1ST NATIONAL CONVENTION ON CIVIL REGISTRATION AND VITAL STATISTICS (1NCCRVS)

I. General Guidelines

The 1st National Convention on Civil Registration and Vital Statistics (1NCCRVS) shall be conducted on 01 to 03 September 2021 through virtual platform (via Zoom) with a maximum of 1,000 registered participants. The slots will be distributed as follows:

Participants	Slots Allotted	Remarks	No. of Participants
PSA Central Office Officials	50		
PSA Regional Statistical Services Offices (RSSOs)	50	Region VI – 6 clusters Region VIII – 2 clusters Region XII – 2 clusters Total = 10 clusters	180 40 30 Total = 250
PSA Provincial Statistical Offices (PSOs)	208	Southern Leyte – 2 clusters Albay – 2 clusters Nueva Vizcaya – 2 clusters Sorsogon – 2 clusters Davao del Norte – 2 clusters Negros Occidental – 2 clusters South Cotabato – 3 clusters Oriental Mindoro – 2 clusters Pangasinan – 10 clusters La Union – 4 clusters Ilocos Sur – 2 clusters Cebu – 5 clusters Ilocos Norte – 2 clusters Nueva Vizcaya – 2 clusters Dinagat Islands – 2 clusters Negros Occidental – 2 clusters Total =46 clusters	40 40 6 30 60 100 90 16 500 200 100 75 50 6 10 100 Total = 1,423
Steering Committee Members	6		
Committee Chairpersons and Co-Chairpersons	17		
Resource Persons	16		
Inter-Agency Committee	15		
Local Civil Registrars	400		

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Solemnizing Officer	200		
Buffer	38		
Total	1000		

**Subject to changes during the actual pre-registration process at the RSSOs and PSOs*

II. Registration Process

There will be a pre-registration process where the individual participants may register in advance to reserve a slot. The steps for the registration are as follows:

1. The participants shall ensure to have a Zoom Application.
2. A link to the google form for pre-registration shall be provided to the Local Civil Registrars and Solemnizing Officers through PSA regional and provincial offices.
3. Local Civil Registrars and Solemnizing Officers shall fill out the google form with their corresponding personal information such as full name, name of agency or organization, email address, and contact number (mobile).
4. The Working Group (WG) on Registration shall send a confirmation email to the participants after pre-registration is done.
5. The registration proper of participants shall be done on or before 01 August 2021 to confirm their attendance through the same google form mentioned above. The reservation of slots will be on a first come, first served basis.
6. Non-confirmation of attendance means forfeiture of their reserved slot.
7. The WG on Registration shall monitor unconfirmed slots after 01 August 2021. In case there are unconfirmed slots, they will be allocated to participants in the Zoom waiting room on the day of the convention.
8. Naming convention of the participants will be as follows:
 - a. RSSO – 17 Regional Offices (34 allotted slots, 2 per Region)
 - Host Region Name <underscore>, followed by full name of Regional Director <underscore>, number of hosted attendees
 - Example: R10_JuanDelaCruz_5

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- b. PO – 81 Provincial Offices (162 allotted slots, 2 per Province)
 - Host Province Code <underscore>, followed by full name of Chief Statistical Specialist <underscore>, number of hosted attendees
 - Example: P001_JuanaReyes_10
 - c. Inter-Agency Committee – 15 IAC-CRVS Members
 - Agency Name <underscore>, Name of Participants
 - Example: DOH_JhonSantos
9. Due to the limited number of allowed Zoom participants, the Central Office Host may decline or disallow participants if the number of attendees have exceeded their allotted slots. All other participants will view the live streaming through PSA Official Facebook page <https://www.facebook.com/PhilippineStatisticsAuthority>.
10. Participants who will experience technical problems such as internet connectivity may coordinate with the RSSOs/PSOs for on-site attendance. For this arrangement, the expenses on the meals and venue shall be charged to the Association of Civil Registrars (ACRs) subject to existing auditing rules and regulations. The ACRs must coordinate with their concerned RSSOs/PSOs.