



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference. No. 21CRS00-07-2550

MEMORANDUM CIRCULAR NO. 2021-15

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS (C/MCRs)/
OFFICERS-IN-CHARGE (OICs) / ALL CONCERNED
PSA OFFICIALS AND EMPLOYEES

SUBJECT : Guidelines in the Implementation of the Birth
Registration Project for Aklan Province

DATE : 15 July 2021

The Philippine Statistics Authority (PSA) entered into a Memorandum of Agreement with the Provincial Government of Aklan on 08 July 2021 for the Birth Registration Project of the marginalized communities of the province in line with the efforts to further intensify the campaign to improve civil registration aligned with the goals of the Civil Registration and Vital Statistics Decade (CRVS) 2015-2024.

The Birth Registration Project for Aklan Province aims to register a total 10,000 unregistered births and other vital events in the lives of Indigenous Peoples (IPs) and the poorest sector of the cities/municipalities in the province. The Project involves the provision of assistance in the processing of out-of-town registrations of births and other civil registry documents; verification of the existence civil registry records from the PSA Civil Registry System database; and the implementation of the Philippine Civil Registry Information System (PhilCRIS) in mobile registrations.

The National Statistician and Civil Registrar General (NSCRG), pursuant to Rule 11 Article (c) of the Implementing Rules and Regulations of Republic Act No. 10625, is vested with the power to provide overall direction in the implementation of the Civil Registry Law related issuances and exercise technical supervision over the civil registrars with reference to the performance of their duties. The NSCRG prescribes the following guidelines in the implementation of the Birth Registration Project for Aklan Province for purposes of standard implementation:



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

I. Coverage

The target beneficiaries of the Birth Registration Project for Aklan Province are 5,000 Indigenous Peoples (IPs) and 5,000 people who belong to the poorest sector. For IP beneficiaries, allocation per city/municipality is proportional to the populations of IPs in the province by city/municipality from the 2015 Census of Population, while allocation for the poorest sector is based on the distribution of those with no registered civil registry documents. (Annex A)

II. Procedures on the Birth Registration

1. The Provincial Government of Aklan shall provide the PSA with the list of identified IPs and individuals from the poorest sector together with their detailed information for purposes of verification. Information to be provided are:
 - a. Full Name (first name, middle name, and last name);
 - b. Date of Birth;
 - c. Place of Birth;
 - d. Mother's Maiden Name; and
 - e. Father's Name.
2. PSA shall verify from its Civil Registry System (CRS) database the existence of birth or other civil registry records to avoid double or multiple registration and shall issue an Omnibus Certification on the results of verification.
 - a. IPs and individuals who are found to have a record from the PSA CRS database shall be advised to file a request for a copy issuance of the civil registry document (Certificate of Live Birth and/or Certificate of Marriage) with the concerned PSA/Local Civil Registry Office (LCRO) Desk Officer.
 - 1) The accomplished Application Form/s (AFs) shall be forwarded to PSA Central Office for processing.
 - 2) In compliance with PSA's Memorandum Circulars No. 2019-15 and 2016, and the Data Privacy Act of 2012, the presentation and provision of copies of identification document and authorization letter are basic requirements in the release of the civil registry documents in case the requester is not the owner of the document.



- b. In cases where the result of verification of the civil registry record/s of an IP or individual is negative, he/she shall be required to submit supporting documents for late registration.
 - 1) The processing of delayed registration shall be at the concerned LCRO on-site.
 - 2) PSA Aklan shall provide assistance to application/s for out-of-town registration for cases wherein the place of vital event is outside the province.

III. Registration Process

1. The LCRO/PSA shall assist the IPs and the indigent in accomplishing the registration form. (Municipal Form 102/COLB)
 - a. The LCRO/PSA shall review the accomplished registration form and screen the requirements for delayed registration;
 - 1) The applications for delayed registration with the concerned LCRO on-site shall only be accepted after the completion of the 10-day notice of posting;
 - 2) For delayed registration application thru out-of-town registration facilitated by PSA Aklan, the set of documents shall be sent by the Provincial Office for submission to the concerned LCRO for the processing of late registration;
 - 3) If the required documents are complete, the Local Civil Registrar (LCR) shall process the application for late registration. Otherwise, the same shall be sent back to the PSA thru the Provincial Office and the applicant shall be properly informed.
2. PSA Aklan shall submit the list of out-of-town late registrants to PSA Central Office for monitoring of registrations under this Project;
3. The COLB prepared and registered by the LCROs on-site shall be forwarded to PSA Central Office thru PSA Aklan for loading in the latter's database;
4. PSA shall advise the LCR once the COLB is already available for release to the document owner. The document owner shall be provided a copy of his/her birth record in Security Paper.



The PSA, as the overall-in-charge of the general management of the Birth Registration Project for Aklan, shall conduct the necessary training on the basic concept on the proper filling-out of the civil registration forms, out-of-town reporting, and the use of PhilCRIS, as may be necessary.

On the other hand, the Provincial Government of Aklan shall provide the necessary support services and resources for the entire duration of the Project including security and safety of all officials and personnel involved. Likewise, the Provincial Government of Aklan shall coordinate with the League of Municipalities in the Province to waive the penalties on the delayed registration and relaxation of the documentary requirements.

Moreover, the PSA shall issue 10,000 copies of the COLBs in Security Paper free of charge to the beneficiaries of the Project. The Local Government Unit (LGU) shall provide for the financial assistance to the clients in excess of the said complimentary copies.

This Memorandum Circular shall take effect on 15 July 2021.

CLAIRE DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

DNSLBM/MBG/CAO

Attachment:

1. *Annex A – Target Beneficiaries for the Birth Registration Project for Aklan Province*

Annex A

Target Beneficiaries of the Birth Registration Project for Aklan Province

Name of City/Municipality	No. of Indigenous Peoples [1]	Non-indigenous belonging to Poorest sector [2]	TOTAL
Aklan	5,000	5,000	10,000
Altavas	228	130	359
Balete	260	129	389
Banga	361	241	603
Batan	289	182	471
Buruanga	162	81	243
Ibajay	429	312	741
Kalibo (Capital)	702	560	1,262
Lezo	139	67	206
Libacao	271	71	341
Madalag	176	23	200
Makato	243	131	374
Malay	336	2,229	2,565
Malinao	233	40	273
Nabas	296	188	483
New Washington	396	351	747
Numancia	285	144	429
Tangalan	193	120	313

Notes:

[1] Based on the proportion of the IPs in the 2015 Census of Population and Housing (pro-rated)

[2] Based on the proportion of the Non-IPs in the 2015 Census of Population and Housing (pro-rated)