

### WHAT IS PHILCRIS?

The PhilCRIS software is the latest version of the Civil Registry Information System, which is available for use by the Offices of the Civil Registrars and other end-users. The software enables encoding of relevant information from civil registry documents, storage of vital data, query and retrieval of encoded records, printing and issuance of certified copies of encoded civil registry documents, generation of transmittal files, and data management and maintenance of the local civil registry database.

The older version, Civil Registry Information System (CRIS), has been completely redesigned to deliver civil registry information management in a new, more user friendly and efficient way.

### WHAT DOCUMENTS CAN BE USED IN PHILCRIS?

Currently, PhilCRIS supports the following civil registry forms:

- Certificate of Live Birth (*Municipal Form No. 102, Revised January 2016*)
- Certificate of Live Birth – Attachment for IP (*IP Form No. 1, Revised January 2016*)
- Certificate of Live Birth – Attachment for Muslim
- Certificate of Death (*Municipal Form No. 103, Revised January 2016*)
- Certificate of Death – Attachment for IP (*IP Form No. 2, Revised January 2016*)
- Certificate of Death – Attachment for Muslim
- Certificate of Marriage (*Municipal Form No. 97, Revised January 2016*)
- Certificate of Marriage – Attachment for IP (*IP Form No. 3, Revised January 2016*)
- Certificate of Marriage – Attachment for Muslim

Support for other revised civil registry forms will be added later.

### WHAT ARE THE BENEFITS FROM USING PHILCRIS?

PhilCRIS has a streamlined interface combined with easy to use features. The software employs simplified system installation. The data entry is easy allowing accurate coding of items and designed with screen layout that approximates the actual form (with screen layout that looks almost exactly the same as the actual form, the data entry is just like filling-out the actual form). The software is equipped with form fill feature that allows printing of vital events data directly to the civil registry forms. Other features include various search options for locating specific records, and easy generation of transmittal files. PhilCRIS can be operated either in stand-alone or wired/wireless network setup.

### HOW DIFFERENT IS PHILCRIS FROM THE OLDER VERSIONS?

PhilCRIS enhances almost all the features of the older versions:

- PhilCRIS is an application developed for the Windows platform, older CRIS versions were developed for the DOS platform
- PhilCRIS uses a more stable and secure database management ensuring the integrity and security of civil registry information
- PhilCRIS has easier data entry and coding of items
- PhilCRIS allows print preview and printing directly to the new civil registry forms
- PhilCRIS has better support for most printers
- PhilCRIS is capable of storing remarks or annotations for CDLI documents
- PhilCRIS automatically codes statistical items at the bottom of the new forms while entering the corresponding data items
- PhilCRIS has simplified backup and restore procedures

- PhilCRIS supports data entry for attachments such as for Muslims and IPs
- PhilCRIS can read data which were encoded using the older versions (*Next Release*)
- PhilCRIS can generate vital statistics reports like the older versions (*Next Release*)

### HOW MUCH DO WE PAY TO USE PHILCRIS?

The Philippine Statistics Authority (PSA) is offering the use of PhilCRIS to the end-users *gratis*.

- The PhilCRIS CD which contains the installer and user's guide will be provided to the end-users at no cost
- Cost of the training shall be shouldered by the end-user
- **Printed copies of user's guide** can be requested at a minimal cost

### HOW CAN WE BECOME A PHILCRIS USER?

To become a PhilCRIS user, the end-user only needs to:

- Enter into a Memorandum of Agreement (MOA) with PSA regarding the PhilCRIS operation;
- Provide a computer for the implementation of PhilCRIS; and
- Send staff to a one-day PhilCRIS Users Training.

### WHAT KIND OF COMPUTER DO WE NEED FOR PHILCRIS?

In order to use PhilCRIS, you will need a computer that meets the following minimum requirements:

*For stand-alone:*

- Windows®7Home Basic, Windows Vista® Home BasicSP1 or Windows XP® HomeSP2 with their recommended processor and memory requirements
- 4 GB of available hard disk space

- Display with at least 1024x768 resolution

*For network setup:*

- Windows ®7 Professional, Windows Vista® Business SP1 or Windows XP® Professional SP2 with their recommended processor and memory requirements
- 4 GB of available hard disk space
- Display with at least 1024x768 resolution
- A working wired/wireless network setup

#### WHAT IS COVERED IN THE PHILCRIS USERS TRAINING?

The PhilCRIS Users Training is a one-day training that aims to familiarize the end-users with PhilCRIS usage such as installation, creation of user accounts, data entry, printing, search and generation of transmittal files. The training also has a hands-on portion for the trial installation and use of the software.

#### WHAT IS THE MOA ALL ABOUT?

The MOA delineates the responsibilities of PSA and the end-users and defines the acceptable use of PhilCRIS as well as warranties and technical support on the use of the software.

#### WHOM CAN WE CONTACT FOR MORE INFORMATION ABOUT PHILCRIS?

*For more information or inquiries:*

##### **Vital Statistics Division**

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Civil Registration and Central Support Office

Philippine Statistics Authority (PSA)

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You may also obtain additional information from the Office of the Civil Registrar General by sending e-mail to [PhilCRIS@psa.gov.ph](mailto:PhilCRIS@psa.gov.ph).



**Philippine Statistics Authority**

# PhilCRIS

## Primer

**Philippines Civil Registry Information System**  
**Version 3.0**



DEATH WALKING THE EARTH.