



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

What you Need to Know About Civil Registration?

**Marizza B. Grande
Registration Officer V
PSA-CRMD**

OUTLINE

- Basic civil registration concepts, definitions, and registration procedures for
 - Births;
 - Marriage;
 - Deaths/Fetal Deaths; and
 - Foundling
- Civil Registration Services
- Civil Registry Services-Information and Technology Project Phase II (CRS-ITP2)



1

Basic Civil Registration Concepts, Definitions and Registration Procedures

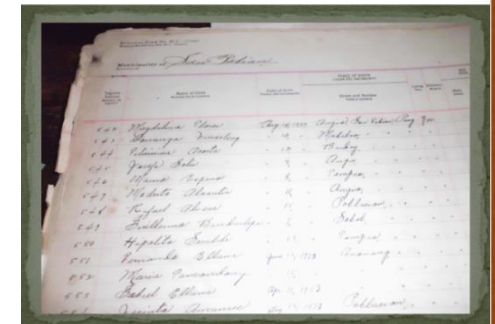
What is Civil Registration?

- The continuous, permanent and compulsory recording of the civil status of persons and modification thereof.



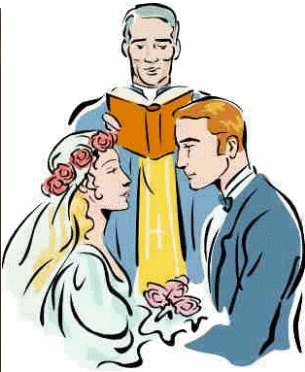
Civil Register

- Refers to the various **registry books** and related **certificates and documents** kept in the archives of the Local Civil Registry Offices, Philippine Consulates, Office of the Civil Registrar General and Shari'a District/Circuit Courts.
- The civil register also includes the actual copies of the registrable court decisions and legal instruments concerning civil status of persons



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What is a Vital Event?



- This is an event which has something to do with an individual's entrance into or departure from life together with the change in civil status which may occur to him during his lifetime.



PHILIPPINE STATISTICS AUTHORITY

Live Birth



- is the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such separation, breaths or shows any other evidence of life.

EXCEPTIONS:

If the fetus had an intra-uterine life of less than 7 months, it is not deemed born if it dies within 24 hours after its complete delivery from the maternal womb (Art. 41, R.A. 386)

Registration Procedures

Registration Period:

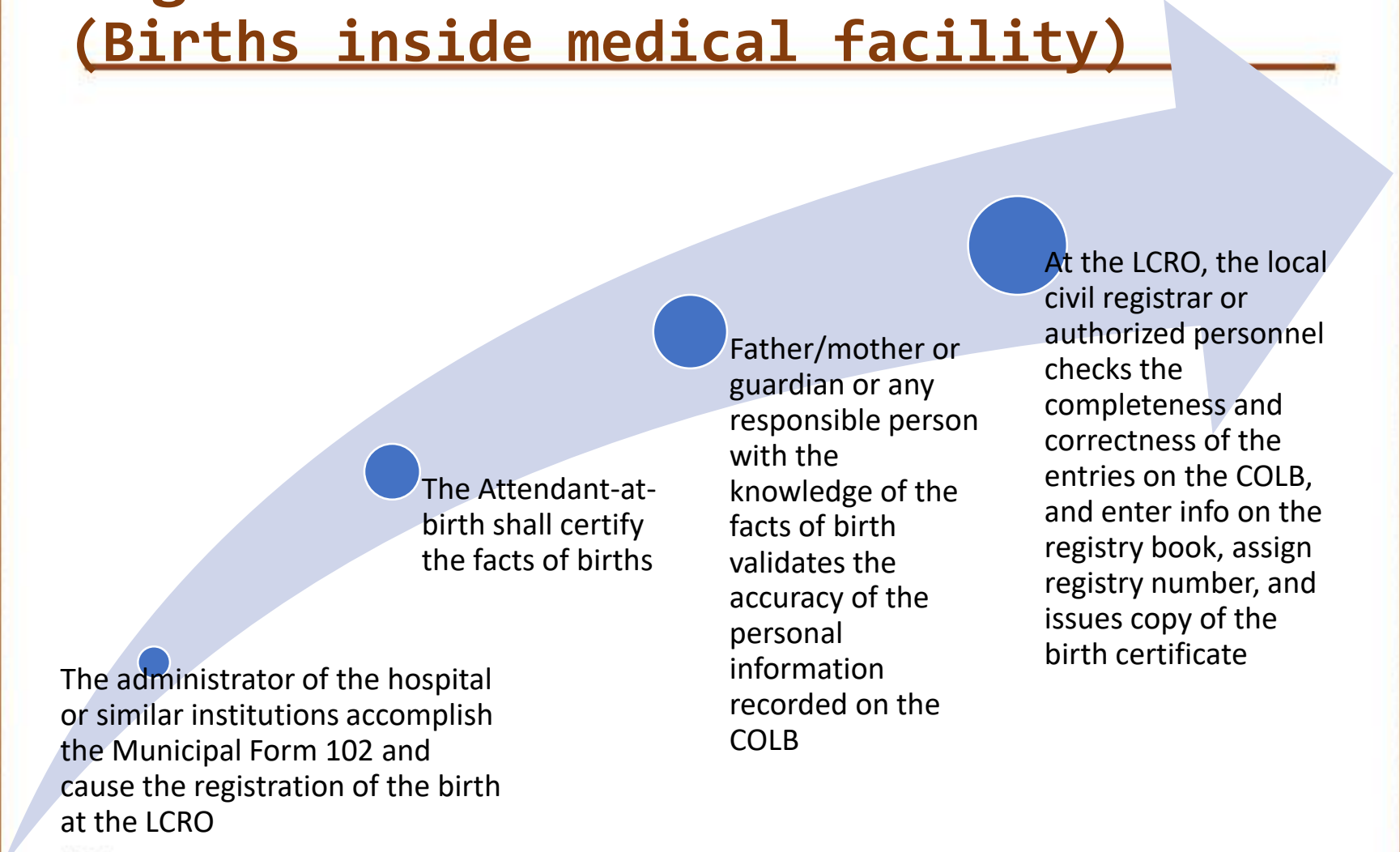
- 30 days from the time of birth
- Beyond 30 days, delayed registration

Place of Registration

- Office of the Civil Registrar where the birth occurred



Registration Process (Births inside medical facility)



The administrator of the hospital or similar institutions accomplish the Municipal Form 102 and cause the registration of the birth at the LCRO

The Attendant-at-birth shall certify the facts of births

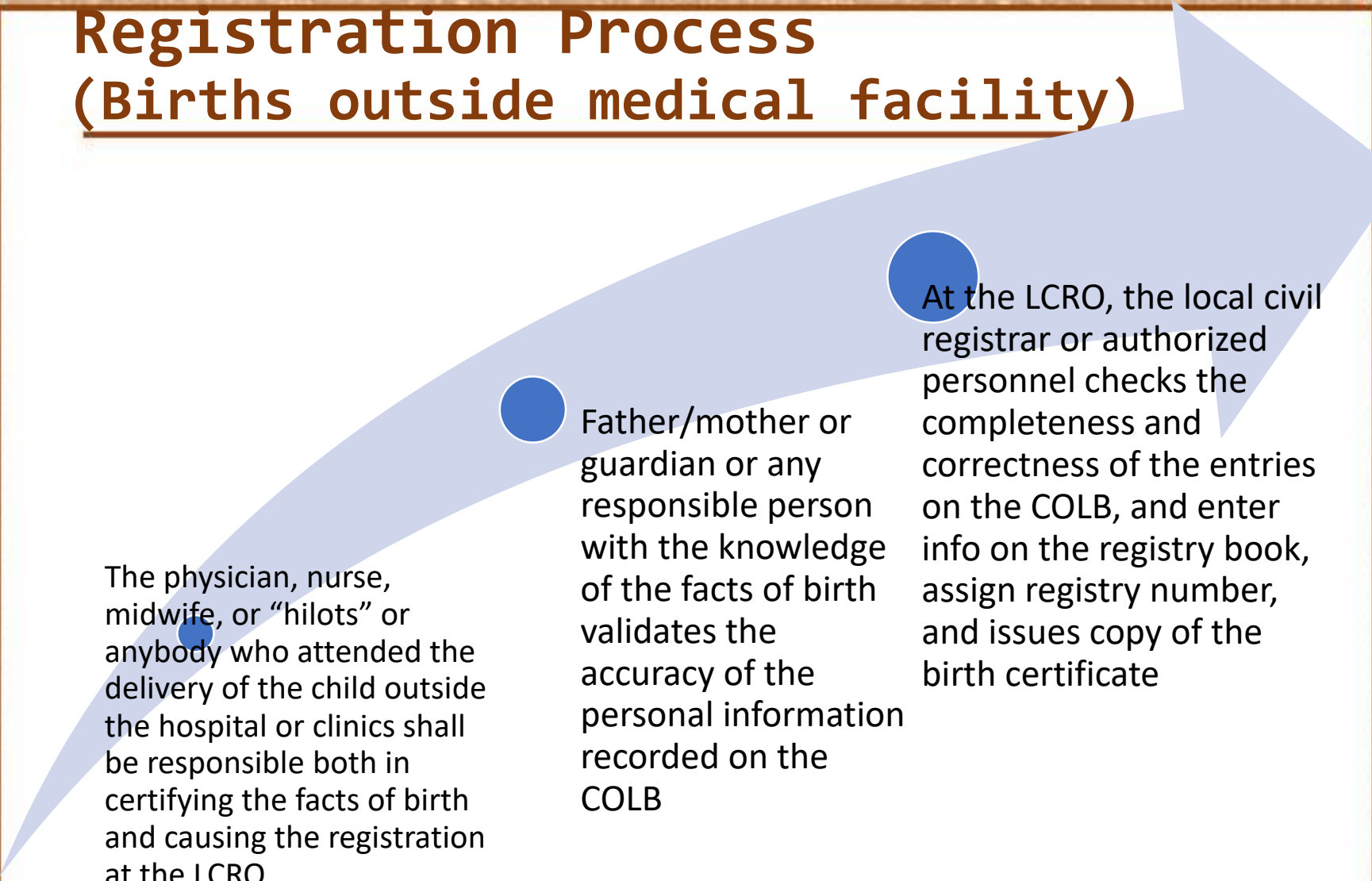
Father/mother or guardian or any responsible person with the knowledge of the facts of birth validates the accuracy of the personal information recorded on the COLB

At the LCRO, the local civil registrar or authorized personnel checks the completeness and correctness of the entries on the COLB, and enter info on the registry book, assign registry number, and issues copy of the birth certificate



PHILIPPINE STATISTICS AUTHORITY

Registration Process (Births outside medical facility)



The physician, nurse, midwife, or “hilots” or anybody who attended the delivery of the child outside the hospital or clinics shall be responsible both in certifying the facts of birth and causing the registration at the LCRO

Father/mother or guardian or any responsible person with the knowledge of the facts of birth validates the accuracy of the personal information recorded on the COLB

At the LCRO, the local civil registrar or authorized personnel checks the completeness and correctness of the entries on the COLB, and enter info on the registry book, assign registry number, and issues copy of the birth certificate



PHILIPPINE STATISTICS AUTHORITY

Civil Registry Form

Certificate of Live Birth

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and legibly. Use ink or typewriter.
Place X below the appropriate answer in Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

REVISED 1993

Municipal Form No. 102
(Revised January 2007)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF LIVE BIRTH

(To be accomplished in quadruplicate using black ink)

Province BULACAN Registry No. 2008-22
City/Municipality SAN JOSE DEL MONTE CITY

1. NAME (First) (Middle) (Last)
ASHLEY GRACE CABANILLA CHUA

2. SEX (Male / Female) FEMALE 3. DATE OF BIRTH (Day) (Month) (Year)
26 JANUARY 2008

4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ House No., Street, Barangay) (City/Municipality) (Province)
CAIRUS LYING-IN CLINIC, MUZON, SAN JOSE DEL MONTE CITY, BULACAN

5a. TYPE OF BIRTH (Single, Twin, Triplet, etc.) SINGLE 5b. IF MULTIPLE BIRTH, CHILD WAS (First, Second, Third, etc.) N.A. 5c. BIRTH ORDER (first-born, second-born, etc.) FIRST 6. WEIGHT AT BIRTH (Pounds and Ounces) 2345 grams

7. MAIDEN NAME (First) (Middle) (Last)
CLAUDINE GARCIA CABANILLA

8. CITIZENSHIP FILIPINO 9. RELIGION/RELIGIOUS SECT ROMAN CATHOLIC

10a. Total number of children born alive 1 10b. No. of children still living including this birth 1 10c. No. of children born alive but are now dead 0 11. OCCUPATION ELEMENTARY TEACHER 12. AGE at the time of this birth (completed years) 25

13. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province) (Country)
BSL30 DIAMOND CREST SUBDIVISION, SAN JOSE DEL MONTE CITY, BULACAN, PHILIPPINES

14. NAME (First) (Middle) (Last)
LITO DEL MUNDO CHUA

15. CITIZENSHIP CHINESE 16. RELIGION/RELIGIOUS SECT ROMAN CATHOLIC 17. OCCUPATION LAWYER 18. AGE at the time of this birth (completed years) 31

19. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province) (Country)
BSL30 DIAMOND CREST SUBDIVISION, SAN JOSE DEL MONTE CITY, BULACAN, PHILIPPINES

MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back.)
20a. DATE (Month) (Day) (Year) APRIL 28, 2007 20b. PLACE (City/Municipality) (Province) (Country)
SAN JOSE DEL MONTE CITY, BULACAN, PHILIPPINES

21a. ATTENDANT
☒ 1. Physician ☐ 2. Nurse ☐ 3. Midwife ☐ 4. Hilot (Traditional Birth Attendant) ☐ 5. Others (Specify) _____

21b. CERTIFICATION OF ATTENDANT AT BIRTH (Physician, Nurse, Midwife, Traditional Birth Attendant/Hilot, etc.)
I hereby certify that I attended the birth of the child who was born alive at 7:08 a.m./p.m., on the date of birth specified above.

Signature Marites L. Cruz Address CAIRUS LYING-IN CLINIC
Name in Print MARITES L. CRUZ MUZON, SAN JOSE DEL MONTE CITY, BULACAN
Title or Position OB-GYN Date JANUARY 30, 2008

22. CERTIFICATION OF INFORMANT
I hereby certify that all information supplied are true and correct to my own knowledge and belief.

Signature A. P. Tizon Address CAIRUS LYING-IN CLINIC
Name in Print ANNABELLE J. TUZON MUZON, SAN JOSE DEL MONTE CITY, BULACAN
Title or Position CLERK III Date JANUARY 30, 2008

23. PREPARED BY
Signature M. C. Gomez Address CAIRUS LYING-IN CLINIC
Name in Print MYLENE C. GOMEZ MUZON, SAN JOSE DEL MONTE CITY, BULACAN
Title or Position CLERK III Date JANUARY 31, 2008

24. RECEIVED BY
Signature M. C. Gomez Address CAIRUS LYING-IN CLINIC
Name in Print MYLENE C. GOMEZ MUZON, SAN JOSE DEL MONTE CITY, BULACAN
Title or Position CLERK III Date JANUARY 31, 2008

25. RECEIVED BY THE CIVIL REGISTRAR
Signature M. C. Gomez Address CAIRUS LYING-IN CLINIC
Name in Print MYLENE C. GOMEZ MUZON, SAN JOSE DEL MONTE CITY, BULACAN
Title or Position CLERK III Date JANUARY 31, 2008

REMARKS/ANNOTATIONS (For LCR/OCRG Use Only)

TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR

8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REVISED 2007

Administrative Order No. 3 Series of 2004 (Registration of ICCs/IPs)

NAMING CONVENTION:

- One name/indigenous/tribal name;
- First, middle and last name not following filial relationships;
- First, middle and last name according to filial relationships;
- Other names
- Municipal Form No. 102 and attachment (IP Form No. 1)
- The COLB bear annotation that said birth was registered pursuant to RA 8371



PHILIPPINE STATISTICS AUTHORITY

Administrative Order No. 1 Series of 2005 (Registration of Muslim Filipinos)

NAMING CONVENTION:

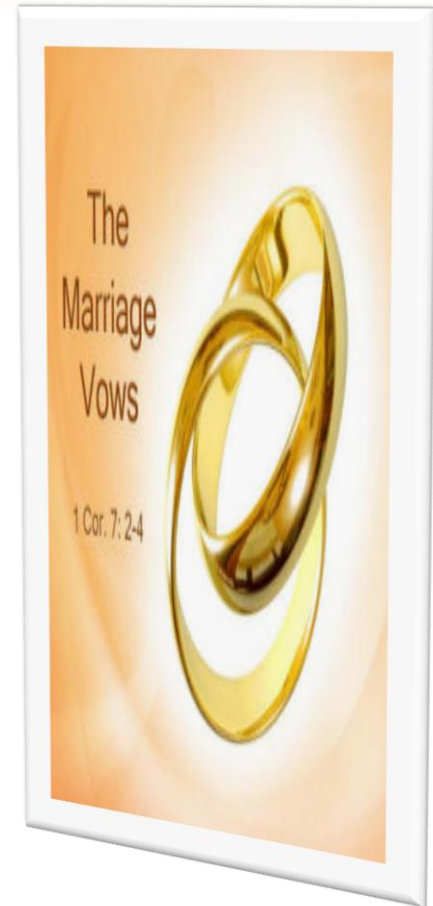
- First name of the father or the surname of either the father or mother may be used as the child's last name subject to Islamic or Muslim Law
- Municipal Form No. 102 and the attachment form shall be permanently kept together and shall constitute the record of birth



PHILIPPINE STATISTICS AUTHORITY

MARRIAGE

- A special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life.
- The foundation of the family, a social institution that is governed by law and not subject to stipulation



PHILIPPINE STATISTICS AUTHORITY

Article 14 of Presidential Decree 1083

- Among Muslims, marriage is not only a civil contract but a social institution. It's nature, consequences and incidents are governed by P.D.1083 and the Shari'a, and not subject to stipulations, except that the marriage settlements may to a certain extent fix the proper property relations of the spouses



Chapter V and VI of Republic Act No. 8371 (IPRA Law)

- Marriages performed in accordance with Indigenous Peoples (IPs) or Indigenous Cultural Communities (ICCs) customary laws, rites, traditions and practices shall be recognized as valid.



Section 7 Act No. 3753 (Civil Registry Law)

- Marriage should be recorded in the civil register
- Civil officers and priests or ministers authorized to solemnize marriages shall send a copy of marriage contract to the Local Civil Registrar (LCR) within time limit specified in the existing Marriage Law.



Article 23 of the Family Code

- Marriage should be recorded in the civil register
- The person who solemnized the marriage to furnish either of the contracting parties, the original of the marriage contract and submit the duplicate and triplicate copies within 15 days after the marriage to the LCR of the place of marriage.



Article 23 of the Family Code

- If marriage is performed under Muslim customs and tradition
 - Indicate in the marriage certificate that said marriage was in accordance with P.D. 1083.
 - Fill up attachment to the MC with the following information:
 - Amount of Mhar (Dowry)
 - First or subsequent marriage
 - Tafwid if granted
 - Other stipulations



Article 23 of the Family Code

- If marriage is performed under IPs/ICCs customs and tradition
 - Indicate in the marriage certificate that said marriage was in accordance with R.A. 8371.
 - Fill up attachment to the MC with the following information:
 - Ethnic Affiliation
 - Marriage Order
 - Amount of Dowry
 - Other stipulations



Kinds of Marriages

- **Ordinary Marriage** – requiring a marriage license.
Registration period – 15 days after date of marriage
- **Marriage of Exceptional Character** – does not require a marriage license. Registration period - 30 days after date of marriage.
 - Marriage in articulo mortis (Article 27 of the Family Code (FC))
 - Marriage in a remote place (Article 28 of the FC)
 - Marriage among members of ethnic cultural committees (Article 33 of the FC)
 - Marriage between a man and a woman who lived together as husband and wife for a period of at least 5 years (Article 34 of the FC)



Marriage Requirements

➤ **Essential Requisites (Art 2 of the Family Code)**

- Legal capacity of the contracting parties who must be a male and a female;
- Consent freely given

➤ **Formal Requisites (Article 3 of the Family Code)**

- The authority of the Solemnizing Officer;
- Valid marriage license except in cases of marriages exempt from marriage license;
- Marriage ceremony



Procedures of registration

Person Responsible

**(Solemnizing
Officer/either of
the contracting
Parties/ Any
interested parties)**

**in 15/30
days**



**Local Civil Registry
Office**

(LCRO)

**Registration
Officer**

***Place of Occurrence
is the Place of
registration***



PHILIPPINE STATISTICS AUTHORITY

Place of Registration

- Muslim marriages shall be registered at the Shari'a Court in the city/municipality where it was performed
- Where there is no Shari'a court, marriages among Muslim Filipinos shall be registered at the Local Civil Registry Office where the marriage was celebrated with annotation in accordance with Presidential Decree No. 1083



Place of Registration

- All vital events occurring to Filipinos residing abroad, shall be reported to the Philippine Foreign Service Post (PFSP) of the country nearest to the residence, or where the vital event occurred.
- Marriages among Filipinos in a foreign country are not registrable in any LCRO in the Philippines



Certificate of Marriage

Philippine Form No. 97 (Rev. Nov. 13, 1989)
(Revised January 1990)

(To be accomplished in quadruplicate)

REMARKS (Annotation)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF MARRIAGE

Province _____ Registry No. _____
City/Municipality _____

| | (HUSBAND) | | | | (WIFE) | | | |
|------------------------------------|-----------|------------------|--------|-------|---------|------------------|--------|-------|
| | (first) | (middle initial) | (last) | (age) | (first) | (middle initial) | (last) | (age) |
| Name of Contracting Parties | | | | | | | | |
| Date of Birth/Age | (day) | (month) | (year) | (age) | (day) | (month) | (year) | (age) |
| Place of Birth | | | | | | | | |
| Sex (Male or Female) | | | | | | | | |
| Citizenship | | | | | | | | |
| Residence | | | | | | | | |
| Religion | | | | | | | | |
| Civil Status | | | | | | | | |
| Name of Father | (first) | (middle initial) | (last) | (age) | (first) | (middle initial) | (last) | (age) |
| Citizenship | | | | | | | | |
| Name of Mother | (first) | (middle initial) | (last) | (age) | (first) | (middle initial) | (last) | (age) |
| Citizenship | | | | | | | | |
| Persons who gave consent or advice | (first) | (middle initial) | (last) | (age) | (first) | (middle initial) | (last) | (age) |
| Relationship | | | | | | | | |
| Witnesses | | | | | | | | |

FOR OCRO USE ONLY:
Population Reference No. _____
(husband)

_____ (Wife)

TO BE FILED UP AT THE
OFFICE OF THE CIVIL REGISTRAR

00 _____

01 _____

02 _____

03 _____

04 _____

05 _____

06 _____

07 _____

08 _____

09 _____

10 _____

11 _____

Place of Marriage _____
(Office of the House of Barangay or Church or Mosque or)

Date: _____ Address _____
(day) (month) (year) _____ Time _____

THIS IS TO CERTIFY: That I _____, both of legal age, of our own free will and accord, and in the presence of the persons solemnizing this marriage and of the witnesses named below, take each other as husband and wife, certifying further that we

☐ have not entered into a marriage settlement.
☐ have entered into a marriage settlement, a copy of which is hereto attached.

IN WITNESS WHEREOF, we signed/marked with our finger print, this certificate in quadruplicate this day of _____, 19____, at the Office of the Civil Registrar General of _____.

(Signature of Husband) _____ (Signature of Wife) _____

THIS IS TO CERTIFY: THAT BEFORE ME, on the date and place above-written, personally appeared the above-named parties, with their mutual consent, lawfully joined together in marriage which was solemnized in the presence of the witnesses named below, all of legal age.

RECEIVED AT THE OFFICE
OF THE CIVIL REGISTRAR

REVISED 1993

[illegible]

REVISED 2007

DELAYED REGISTRATION

- Marriages reported beyond reglementary period

Delayed Registration Requirements

- Posting of the application for 10 days.
- Sworn declaration explaining why marriage was not registered within the prescribed period
- Various documents where information can be obtained in the reconstruction of the certificate of marriage.



DEATH

- Permanent disappearance of evidence of life
- A fetus with intrauterine life of seven months or more and born alive at the time it was completely delivered from the maternal womb but died later shall be considered as death and shall be registered
- Fetus with intra-uterine life of less than 7 months, dies within 24 hours after complete delivery (for statistical purposes only)



PHILIPPINE STATISTICS AUTHORITY

FETAL DEATH

- Death prior to complete expulsion of product of conception

REGISTRATION: Follow procedures of registration of deaths



HEALTH OFFICER

- Examine the cause of death, affix signature, order registration
- If no health officer or authorized representative
 - Mayor
 - Sangguniang Bayan member
 - Municipal Secretary



WHERE TO REGISTER

GENERAL RULE: Office of the Civil Registrar
where the death occurred



PHILIPPINE STATISTICS AUTHORITY

REGLEMENTARY PROCEDURES

REGLEMENTARY PERIOD:

- 30 days from the time of death



Registration Process (Deaths in medical facility)

Attending physician will accomplish COD and certify cause of death. Administrator of the hospital will forward the death certificate to the Local Health Officer

Death certificate forwarded to the LHO within 48 hours

LHO will examine the certificate of deaths and will order registration at the Local Civil Registry Office

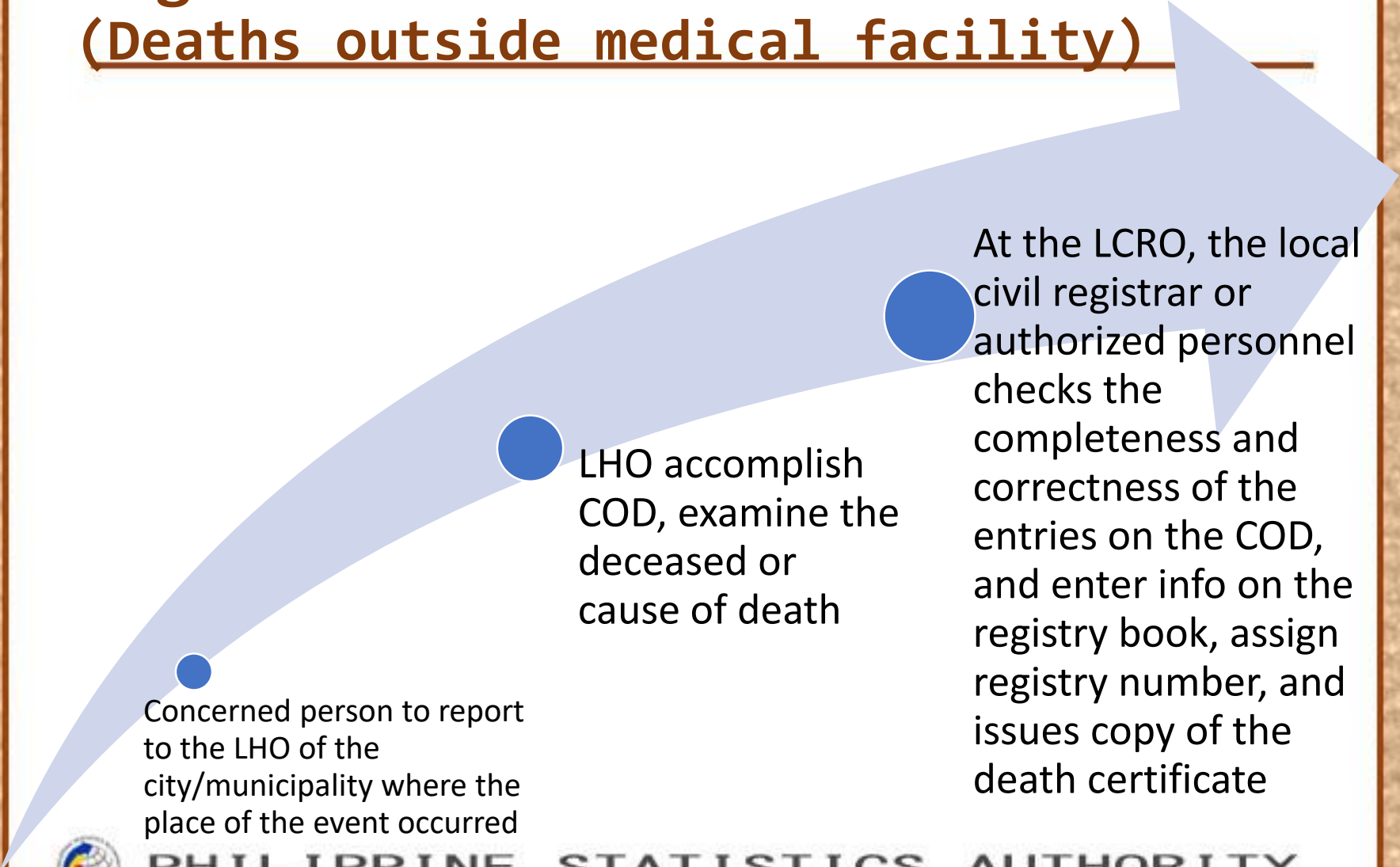
LHO accomplish COD, examine decease/ certify the cause of death

At the LCRO, Civil Registrar or authorized personnel checks the completeness and correctness of the entries on the COD, and enter the info on the Registry Book, assign registry number, and issues the Certificate of Death



PHILIPPINE STATISTICS AUTHORITY

Registration Process (Deaths outside medical facility)



Concerned person to report to the LHO of the city/municipality where the place of the event occurred

LHO accomplish COD, examine the deceased or cause of death

At the LCRO, the local civil registrar or authorized personnel checks the completeness and correctness of the entries on the COD, and enter info on the registry book, assign registry number, and issues copy of the death certificate



PHILIPPINE STATISTICS AUTHORITY

DELAYED REGISTRATION

- Registration of death beyond 30 days
- **REQUIREMENTS:**
 - 4 copies of accomplished Certificate of Death (COD)
 - Affidavit
 - Authentic copy of certificate of burial, cremation, etc.
 - Approval of health officer



Civil Registry Form

Certificate of Death

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF DEATH
(To be filled up at the Office of the Civil Registrar General or at the Office of the Civil Registrar in the City/Municipality)

Province _____ City/Municipality _____ Registry No. _____

1. NAME (First) _____ (Middle) _____ (Last) _____

2. SEX _____ 3. RELIGION _____ 4. A. 1 YEAR OR ABOVE _____ B. 1 YEAR OR ABOVE _____ C. UNDER 1 YEAR _____

5. PLACE OF DEATH (Name of Hospital/Clinic/Institution/House No., Street, Barangay) _____ (City/Municipality) _____ (Province) _____

6. DATE OF DEATH (day) _____ (month) _____ (year) _____ 7. CITIZENSHIP _____

8. RESIDENCE House No., Street, Barangay _____ (City/Municipality) _____ (Province) _____

9. CIVIL STATUS _____ 10. OCCUPATION _____

11. MEDICAL CERTIFICATE (For ages 0 to 7 days, accomplish items 11-17 at the back)

12. CAUSES OF DEATH

13. DEATH BY NON-NATURAL CAUSES

14. ATTENDANT

15. CERTIFICATION OF DEATH

16. SIGNATURE

17. CORPSE DISPOSAL

18. BURIAL/CREMATION PERMIT

19. AUTOPSY

20. NAME AND ADDRESS OF CEMETERY OR CREMATORY

21. INFORMANT

22. PREPARED BY

23. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

REVISED 1993

Municipal Form No. 103
(Revised January 2007)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF DEATH
(To be accomplished in quadruplicate using black ink)

Province CAMARINES NORTE Registry No. 2008-225

City/Municipality BASUD

1. NAME (First) MICHAEL (Middle) DIZON (Last) RAMOS 2. SEX (Male/female) MALE

3. DATE OF DEATH (Day, Month, Year) 29 OCTOBER 2008 4. DATE OF BIRTH (Day, Month, Year) 28 OCTOBER 2008 5. AGE AT THE TIME OF DEATH (From below, circle to the category) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

6. PLACE OF DEATH (Name of Hospital/Clinic/Institution/House No., St., Barangay, City/Municipality, Province) BGY. HINAMPACAN, BASUD, CAMARINES NORTE 7. CIVIL STATUS (Single/Married/Divorced) SINGLE

8. RELIGION/RELIGIOUS SECT PROTESTANT 9. CITIZENSHIP FILIPINO 10. RESIDENCE (House No., St., Barangay, City/Municipality, Province, Country) BGY. HINAMPACAN, BASUD, CAMARINES NORTE, PHILIPPINES

11. OCCUPATION N.A. 12. NAME OF FATHER (First, Middle, Last) RAMON JR. VALENZUELA RAMOS 13. MAIDEN NAME OF MOTHER (First, Middle, Last) ELENA GUANZON

14. MEDICAL CERTIFICATE (For ages 0 to 7 days, accomplish items 14-19a at the back)

15. CAUSES OF DEATH (If the deceased is aged 8 days and over)

16. MATERIAL CONDITION (If the deceased is female aged 15-49 years old)

17. DEATH BY EXTERNAL CAUSES

18. PLACE OF OCCURRENCE OF EXTERNAL CAUSE (e.g. home, farm, factory, street, sea, etc.) N.A.

19. ATTENDANT

20. CERTIFICATION OF DEATH

21. SIGNATURE

22. CORPSE DISPOSAL

23. BURIAL/CREMATION PERMIT

24. NAME AND ADDRESS OF CEMETERY OR CREMATORY

25. INFORMANT

26. PREPARED BY

27. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

28. REMARKS/ANNOTATIONS (For LCRO/OCRG Use Only)

29. TO BE FILLED-UP AT THE OFFICE OF THE CIVIL REGISTRAR

REVISED 2007

Civil Registry Form

Certificate of Fetal Death

- 4 copies of MF 103A – Certificate of Fetal Death

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF FETAL DEATH
(Fill out completely, accurately and legibly. Use ink or typewriter.
Place X before the appropriate answer in items 2, 5a, 5b, 5c, 20, 22a, 23 and 25.)

Province _____ City/Municipality _____ Registry No. _____

1. NAME OF FETUS (if given) (First) (Middle) (Last) _____

2. SEX _____ 1 Male _____ 2 Female _____ 3 Undetermined _____

3. DATE OF DELIVERY (day) (month) (year) _____

4. PLACE OF DELIVERY (Name of Hospital/Clinic/Institution/ House No., Street, Barangay) (City/Municipality) (Province) _____

5a. TYPE OF DELIVERY _____ 1 Single _____ 2 Twin _____ 3 Triplet, etc. _____

5b. IF MULTIPLE DELIVERY, FETUS WAS _____ 1 First _____ 2 Second _____ 3 Others, Specify _____

6. METHOD OF DELIVERY _____ 1 Normal spontaneous vertex _____ 2 Others (Specify) _____

7. BIRTH ORDER (live births and fetal deaths including this delivery) (first, second, third, etc.) _____

8. WEIGHT OF FETUS (grams) _____

9. MAIDEN NAME (First) (Middle) (Last) _____

10. CITIZENSHIP _____ 1 Filipino _____ 2 Alien _____

11. RELIGION _____

12. OCCUPATION _____

13. AGE at the time of this delivery: _____ years

14. Total number of children born alive: _____

15. No. of children still living: _____

16. No. of children born alive but are now dead: _____

17. RESIDENCE (House No./Street/Barangay) (City/Municipality) (Province) _____

18. NAME (First) (Middle) (Last) _____

19. CITIZENSHIP _____ 1 Filipino _____ 2 Alien _____

20. RELIGION _____

21. OCCUPATION _____

22. AGE at the time of this delivery: _____ years

23. DATE AND PLACE OF MARRIAGE OF PARENTS (if applicable) _____

MEDICAL CERTIFICATE

24. CAUSES OF FETAL DEATH
a. Main disease/condition of fetus _____
b. Other disease/conditions of fetus _____
c. Main maternal disease/condition affecting fetus _____
d. Other maternal disease/condition affecting fetus _____
e. Other relevant circumstances _____

25. FETUS DIED: _____ 1 Before labor _____ 2 During labor/delivery _____ 3 Unknown _____

26. LENGTH OF PREGNANCY: _____ completed weeks _____

27. ATTENDANT: _____ 1 Physician _____ 2 Nurse _____ 3 Midwife _____ 4 Healer (Traditional/Modern) _____ 5 Others (Specify) _____ 6 None _____

28. CERTIFICATION
I hereby certify that the foregoing particulars are correct as near as same can be ascertained and I signify on the date indicated above.

Signature _____ Name in Print _____ Title or Position _____ Address _____ Date _____

29. CORPSE DISPOSAL _____ 1 Burial _____ 2 Cremation _____ 3 Others (Specify) _____

30. BURIAL/CREMATION PERMIT Number _____ Date issued _____

31. AUTOPSY _____ 1 Yes _____ 2 No _____

32. NAME AND ADDRESS OF CEMETERY OR CREMATORY _____

33. INFORMANT
Signature _____ Name in Print _____ Relationship to the fetus _____ Address _____ Date _____

34. PREPARED BY
Signature _____

35. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR
Signature _____

TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR

2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13 _____ 14 _____ 15 _____ 16 _____ 17 _____ 18 _____ 19 _____ 20 _____ 21 _____ 22 _____ 23 _____ 24 _____ 25 _____ 26 _____ 27 _____ 28 _____ 29 _____ 30 _____ 31 _____ 32 _____ 33 _____ 34 _____ 35 _____ 36 _____ 37 _____ 38 _____ 39 _____ 40 _____ 41 _____ 42 _____ 43 _____ 44 _____ 45 _____ 46 _____ 47 _____ 48 _____ 49 _____ 50 _____ 51 _____ 52 _____ 53 _____ 54 _____ 55 _____ 56 _____ 57 _____ 58 _____ 59 _____ 60 _____ 61 _____ 62 _____ 63 _____ 64 _____ 65 _____ 66 _____ 67 _____



PHILIPPINE STATISTICS AUTHORITY

Foundling

DEFINITION

(Rule 26, Administrative Order No. 1, Series of 1993)

- Deserted or abandoned child found with parents, guardian or, relatives unknown
- or a child committed to orphanage or charitable or similar institutions , with unknown facts of birth and parentage



PHILIPPINE STATISTICS AUTHORITY

Foundling

REGLEMENTARY PERIOD:

- Within 30 days
- Beyond 30 days (delayed registration)

Place of Registration:

- Local Civil Registry Office of the place where the child was found



Civil Registry Form

Certificate of Foundling

OCRG Form No. 101
(Revised January 1993)

(To be accomplished in triplicate)

Republic of the Philippines
CERTIFICATE OF FOUNDLING

Province _____ Registry No. _____
City/Municipality _____

CHILD

1. NAME _____ 2. SEX _____
3. AGE WHEN FOUND _____ 4. DATE AND TIME WHEN FOUND _____
5. PLACE WHERE FOUND _____
6. COLOR OF THE EYES _____ 7. COLOR OF THE HAIR _____
8. DISTINCT BODY FEATURES OR MARKS _____
9. CONDITION OF THE CHILD WHEN FOUND _____

FINDER

10. Name _____
Address _____
Telephone No. (if any) _____ Occupation _____

INFORMANT

11. Name _____
Address _____
Telephone No. (if any) _____ Date _____

12. CERTIFICATION
This is to certify that the information given above are true and correct to my own knowledge and belief.

(Signature of Informant) _____
Community Tax No. _____
Date Issued _____
Place Issued _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, Philippines.

(Signature over printed name of Administering Officer)

13. CERTIFICATION OF THE CIVIL REGISTRAR
This is to certify that the foundling herein named is reported to this Office for registration on _____ and properly recorded in the Register of Foundling.

(Signature over printed name of the Civil Registrar)

REVISED 1993

OCRO Form No. 101
(Revised January 2007)

(To be accomplished in triplicate using black ink)

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF FOUNDLING

Province PANGASINAN Registry No. 2008-1
City/Municipality MANAOAG

1. NAME (First) CHRISTINA (Middle) _____ (Last) BAUTISTA 2. SEX (Male/female) FEMALE

3. APPROXIMATE AGE WHEN FOUND 8 MONTHS 4. DATE WHEN FOUND (Day, Month, Year) 21 MARCH 2008 5. TIME WHEN FOUND 6:30 PM

CHILD

6. PLACE WHERE FOUND (House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____
IN FRONT OF MANAOAG CHURCH, MANAOAG, PANGASINAN

7. COLOR OF THE EYES BROWN 8. COLOR OF THE HAIR BLACK

9. DISTINCT BODY FEATURES OR MARKS MOLE ON LEFT CHEEK

10. CONDITION OF CHILD WHEN FOUND MALNOURISHED

FINDER

11. NAME (First) RICHARD (Middle) BASCO (Last) CASIMIRO 12. SEX (Male/female) MALE 13. AGE (completed years) 35

14. RESIDENCE (House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____ (Country) _____
32 A MABINI ST., HULO, PILLUA, RIZAL, PHILIPPINES

15. PHONE/EMAIL 854-36-20 16. OCCUPATION BUS DRIVER

INFORMANT

17. NAME (First) AGNES (Middle) CACHOLA (Last) CABANERO 18. SEX (Male/female) FEMALE 19. AGE (completed years) 30

20. RESIDENCE (House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____ (Country) _____
NO. 234 RIZAL ST., MANAOAG, PANGASINAN, PHILIPPINES

21. PHONE/EMAIL 926-21-23 22. OCCUPATION SOCIAL WORKER

23. CERTIFICATION OF INFORMANT
THIS IS TO CERTIFY that the information given above are true and correct to my own knowledge and belief.

Agnes C. Cabanero
AGNES C. CABANERO
(Signature Over Printed Name of Informant)

SUBSCRIBED AND SWORN to before me this 29th day of MARCH, 2008 at MANAOAG PANGASINAN, Philippines, affiant who exhibited to me his Community Tax Cert. 12458796 issued on JANUARY 10, 2008 at MANAOAG PANGASINAN

L. G. Baluyot
Signature of the Administering Officer
LAURA J. DE JESUS
Name in Print
CIVIL REGISTRAR
LOCAL CIVIL REGISTRAR OFFICE, MANAOAG, PANGASINAN

24. PREPARED BY
Signature L. G. Baluyot
Name in Print LUISA G. BALUYOT
Title or Position SOCIAL WORKER
Date MARCH 27, 2008

25. RECEIVED BY:
Signature Armando J. Valenzuela
Name in Print ARMANDO J. VALENZUELA
Title or Position CLERK III
Date MARCH 28, 2008

26. REGISTERED BY THE CIVIL REGISTRAR
Signature L. J. De Jesus
Name in Print LAURA J. DE JESUS
Title or Position CIVIL REGISTRAR
Date MARCH 28, 2008

REMARKS/ANNOTATIONS (For LCRO/OCRG Use Only)

REVISED 2007

New Rules in the Registration of Foundling (Memorandum Circular 2011-5)

- Pursuant to Republic Act No. 9523 (An Act Requiring the Certification of the Department of Social Welfare and Development (DSWD) to Declare a “Child Legally Available for Adoption Proceedings, Amending for this Purpose Certain Provisions of Republic Act No. 8552, Otherwise known as the Child and Youth Welfare Code, and for Other Purposes), the rules for registration of foundling under Administrative Order No. 1, Series of 1993 are hereby repealed.



PHILIPPINE STATISTICS AUTHORITY

Person Responsible to Register

- Only DSWD authorized social worker can register the foundling. All foundling cases shall now be referred to the regional office of the DSWD where the foundling was found for the issuance of a “*certification*” declaring the foundling legally available for adoption
- Foundlings who are not under child caring institutions or under custody of the DSWD but with independent placement/individuals shall not be registered. The City/Municipal Civil Registrar shall advise them to refer the case to the DSWD office in the area or locality for proper screening, assessment, or evaluation



Requirements in Registering Foundling

- Certified True Copy of Certification issued by the Secretary of the DSWD stating that the child was legally available for adoption;
- Certified True Copy of Child Profile issued by DSWD



2

PART II **Civil** **Registration** **Services**



SERBILIS OUTLET SERVICES

- **Copy issuance (CI)**
 - Certificate of Birth (CI-B)
 - Certificate of Death (CI-D)
 - Certificate of Marriage (CI-M)
- **Certificate of No Record of Marriage (CENOMAR) / Advisory of Marriage (CEMAR)**
- **Authentication (AU)**
 - Copy Issuance (if positive)
 - Signature Specimen Authentication (if negative)
- **Copy Issuance of Annotated CRDs**



PHILIPPINE STATISTICS AUTHORITY

Civil Registration Services

- **PSA Serbilis Outlets**

Metro Manila Outlets-Central Outlet, Pasig, Pasay, Makati, Caloocan, Muntinlupa

Central Outlet (Sta. Mesa) include Travel/Recruitment agencies and CDLI Application areas

Regional Outlet-14

Provincial Outlets- 21

- **Special Requests Unit (SRU)**

This channel is exclusively for special requests such as requests from other government agencies, embassies, and other institutions



PHILIPPINE STATISTICS AUTHORITY

Civil Registration Services

- **BREQS**

The PSA has authorized some of its institutional clients and partners to accept applications for CRD issuance and corresponding payments from individual clients. These institutional clients and partners use BREQS

- **PSA Serbilis Online**

This is the PSA's online service channel for civil registry services. Clients encode and pay for their request via www.psaserbilis.com.ph



PHILIPPINE STATISTICS AUTHORITY

Civil Registration Services

- **Helpline Plus (Pilipinas Teleserv)**

The PSA Helpline Plus (+632 7371111) is a 24 x 7 service desk available for clients who want to file for their requests via phone

- **PSA Mobile Service**

The PSA Mobile Service is PSA's way of bringing service closer to the public through its Mobile Team. This channel is usually present in special events sponsored by other government agencies, schools, and private entities.



PHILIPPINE STATISTICS AUTHORITY

Civil Registration Services

- **Central Facility**

- All Services
- Electronic Endorsements
- Prod VE Maintenance Approval (correction of indices)
- BRENlinking/Unlinking
- Specimen signature scanning

- **PSA Mobile Service**

- Travel Agencies and CDLI Applications
- BREQS



Other Services

- **Out-of-town reporting**

Occurs when the certificate is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered

COLB has a marginal annotation in the Remarks portion of the certificate “Registered pursuant to Rule 20 of Administrative Order No.1 , Series of 1993



Other Services

- **Value Added Service (VAS)**

This is a devised system to facilitate the endorsement of civil registry records of clients that were issued by PSA a Negative Certification/Result from the concerned Local Civil Registry Office and immediate enrolment of the record in the PSA database

- In this set-up, the client need not go to their place of registration to request for endorsement
- PSA will be the one to coordinate with the concerned LCRO



New Service

- Launched the CDLI Extension Outlet on 01 October 2018 in response to the directive of the President through **SONA Directive No. 2018-0001** dated August 1, 2018,
- The service allows clients to secure an appointment from PSA via email at cdliext.outlet@psa.gov.ph in filing requests for annotated and unconverted documents
- Requests for unconverted and annotation requests is received and processed from 3 days (easy) to 7 days (complex transactions) at PSA Vibal Building



New Service



PHILIPPINE STATISTICS AUTHORITY

CIVIL REGISTRATION SERVICES

| Type of Frontline Services | Fees | Forms | Type of Transactions | Processing Time (Under Normal Circumstances) | Person In-Charge |
|--|---------|--------------------------|---|---|---|
| Walk-in Applications Serbilis Outlets | P155.00 | Birth/ Marriage/Death | Converted / Authentication Requests | within 1 hour after payment | Serbilis Outlets- Screeners/ Request Service Officers/ Collecting Officers/ Releasing Clerk/Outlet Supervisors (Central and Field Outlets) |
| | | | CD / LI | 12 working days | |
| | | | Unconverted Requests | 12 working days | |
| | P210.00 | CENOMAR | CENOMAR / Advisory of Marriage | 3 working days | |
| Online Applications www.psaserbilis.com.ph | P330.00 | Birth/ Marriage/Death | Online Requests / Transactions (Door-to-Door Delivery) | 3 to 5 working days, including delivery | Online Service (Payment at BDO, Union Bank, Mail and More); |
| | P430.00 | CENOMAR | | 4 to 7 working days, including delivery | Online -credit card (US Currency) |
| | | | | | For inquiry, 981-77-77/81 |



PHILIPPINE STATISTICS AUTHORITY

CIVIL REGISTRATION SERVICES

| | | | | | |
|--|---------|--------------------------|---|---|--|
| Telephone Requests/ Online Applications (PSA Helpline Plus) 737-1111 | P365.00 | Birth/ Marriage/Death | Phone Requests (Door-to-Door Delivery) | 2 to 3 working days, including delivery (Metro Manila) | Helpline Plus Agents Payment through Bancnet ATM, Metrobank, Bayad Center; |
| | P465.00 | CENOMAR | | 3 to 4 working days, including delivery (Outside Metro Manila) | Payment Online G-Cash, Bancnet Online, Bancnet ATM, Credit Card |
| PSAHelpline.ph | P365.00 | Birth/ Marriage/Death | Online Requests / Transactions (Door-to-Door Delivery) | 2 to 3 working days, including delivery (Metro Manila) | |
| | P465.00 | CENOMAR | | 3 to 4 working days, including delivery (Outside Metro Manila) | For inquiry, 737-1112 |



PHILIPPINE STATISTICS AUTHORITY

CIVIL REGISTRATION SERVICES

| | | | | | |
|-------------------------------------|--|--------------------------|-----------------------------------|---------------------|--|
| Batch Requests Entry System (BREQs) | variable | Birth/ Marriage/Death | Converted Requests | 3 to 5 working days | BREQs Coordinator (Central and Field Outlets) |
| | | CENOMAR | CENOMAR / Advisory of Marriage | 4 to 7 working days | |
| SM Malls Business Service Center | P155.00 + (P 20.00 service charge / copy) | Birth/ Marriage/Death | Converted Requests | 3 to 5 working days | Custom Service Assistant (CSA), Hotline: 9-4778016 or 9-4778014 |
| | P210.00 + (P 20.00 service charge / copy) | CENOMAR | CENOMAR / Advisory of Marriage | 4 to 7 working days | |



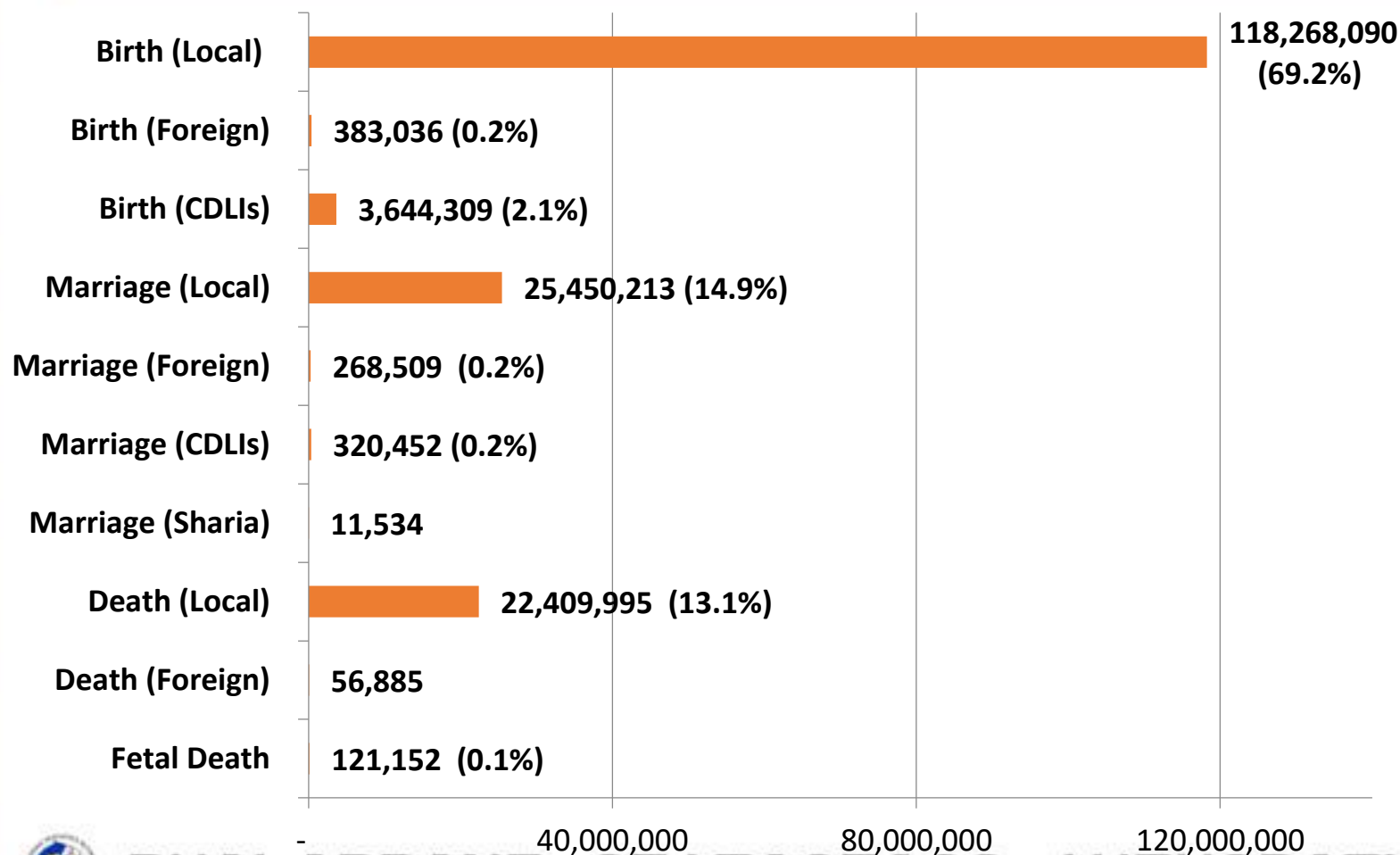
PHILIPPINE STATISTICS AUTHORITY

Total Records in CRS Production Database (As of November 5, 2018)

| Type of Document | Number of records | Percentage |
|------------------|--------------------|------------|
| Birth | 122,295,435 | 71.5% |
| Marriage | 26,050,708 | 15.2% |
| Death | 22,588,032 | 13.2% |
| Total | 170,934,175 | |

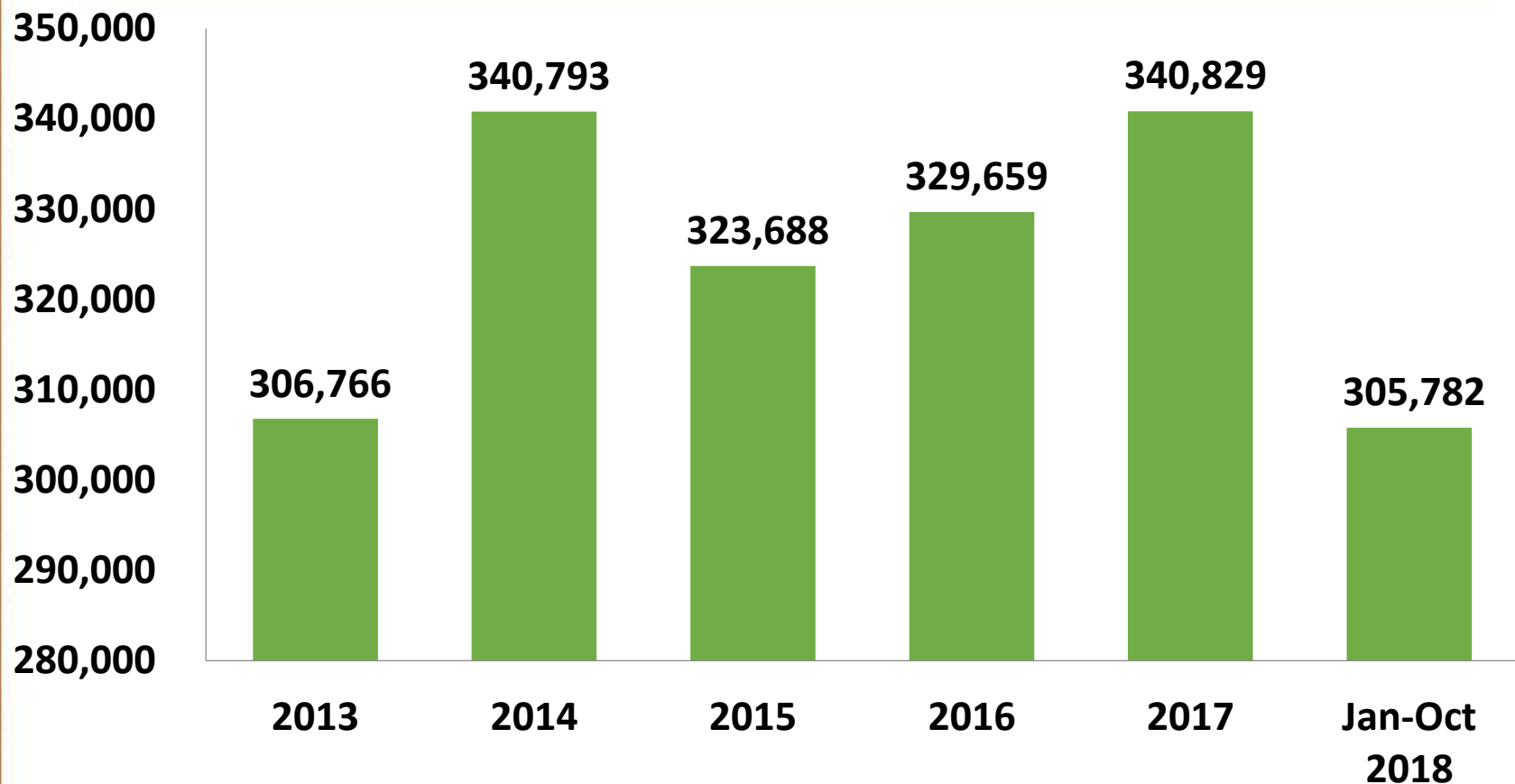


Breakdown of Civil Registry Records in the PSA CRS Production Database, (As of November 5, 2018)



PHILIPPINE STATISTICS AUTHORITY

Volume of Unconverted Requests Processed: 2013-2018

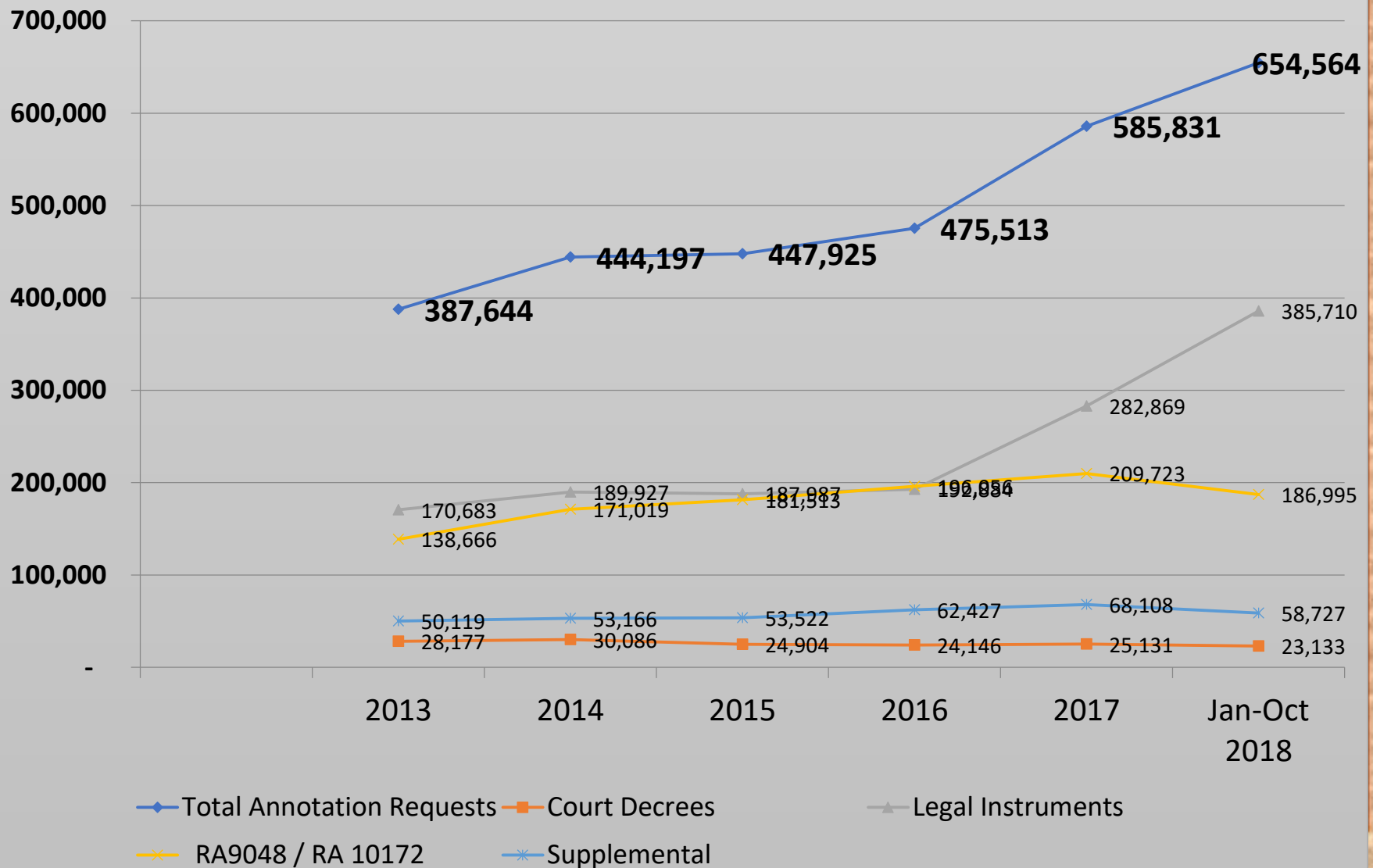


PHILIPPINE STATISTICS AUTHORITY

Feedback Cases on Unconverted Requests:2013-2018

| Year | Total Unconverted | Total Feedback | Percent Feedback |
|--------------|-------------------|----------------|------------------|
| 2013 | 306,766 | 40,866 | 13.3% |
| 2014 | 340,793 | 52,816 | 15.5% |
| 2015 | 323,688 | 24,838 | 7.7% |
| 2016 | 329,659 | 18,757 | 5.7% |
| 2017 | 340,829 | 32,483 | 9.5% |
| 2018 | 305,782 | 10,061 | 3.3% |
| Total | 1,947,517 | 179,821 | 9.2% |

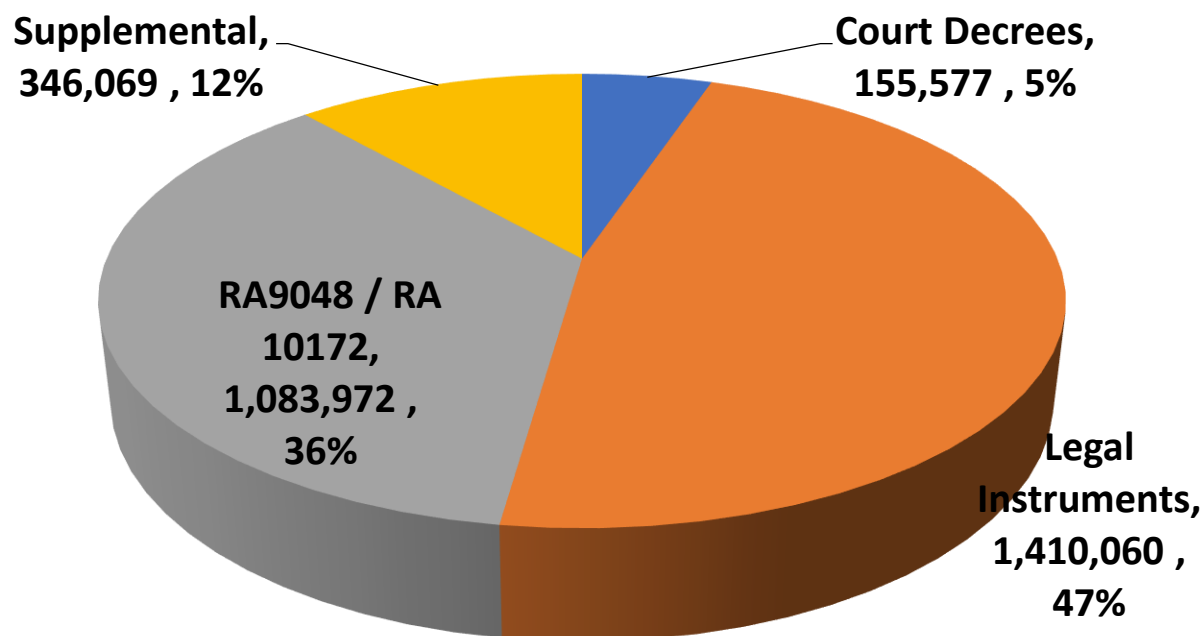
Volume of Annotation Requests Processed: 2013-2018



Feedback Cases on Annotation Requests:2013-2018

| Year | Total Annotation Requests | Total Feedback | Percent Feedback |
|--------------|---------------------------|----------------|------------------|
| 2013 | 387,644 | 48,848 | 12.6% |
| 2014 | 444,197 | 51,254 | 11.5% |
| 2015 | 447,925 | 78,993 | 17.6% |
| 2016 | 475,513 | 78,573 | 16.5% |
| 2017 | 585,831 | 66,936 | 11.4% |
| 2018 | 654,564 | 72,998 | 11.2% |
| Total | 2,995,674 | 397,602 | 13.3% |

Volume Processed per Type of Transactions: 2013-2018

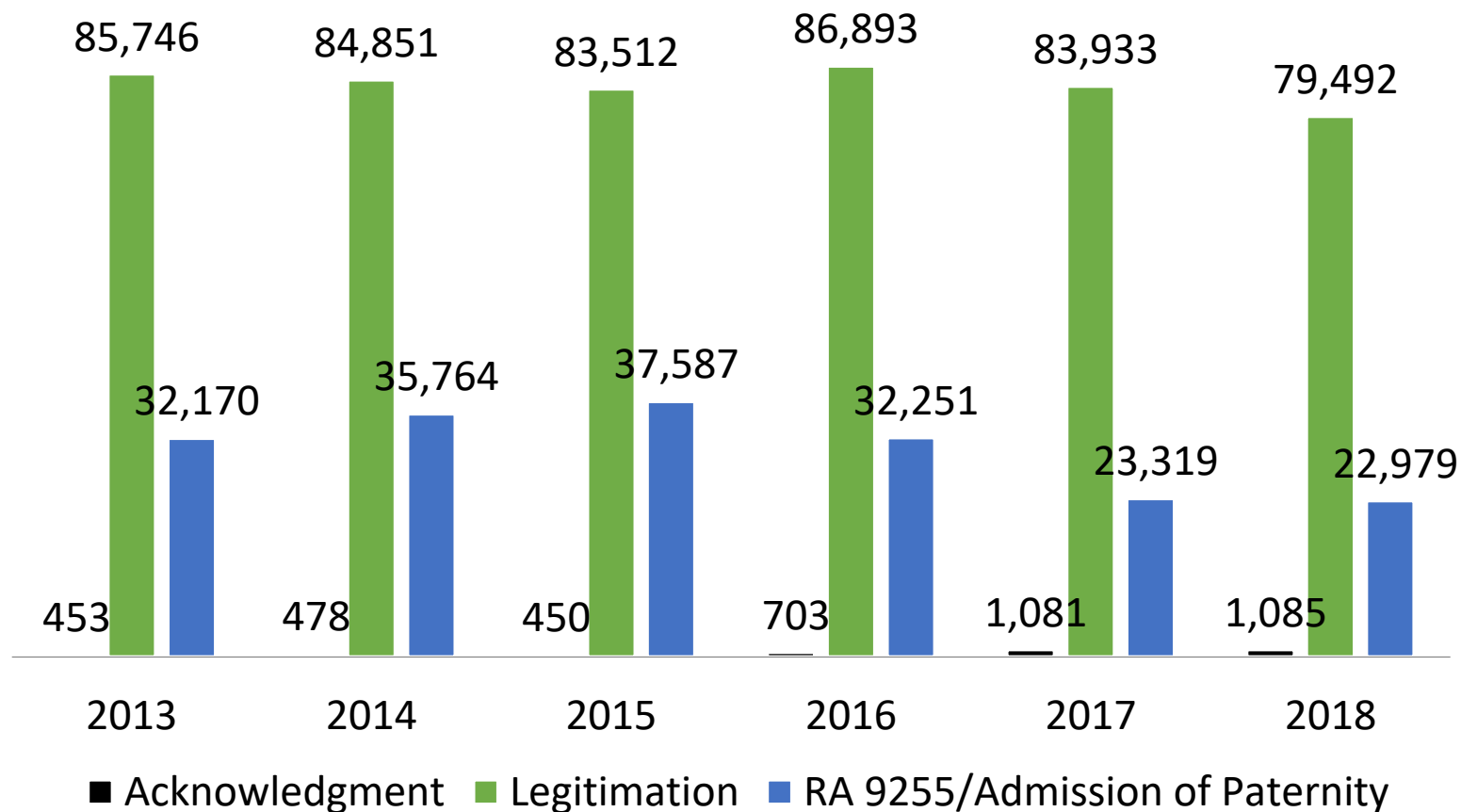


■ Court Decrees ■ Legal Instruments
■ RA9048 / RA 10172 ■ Supplemental



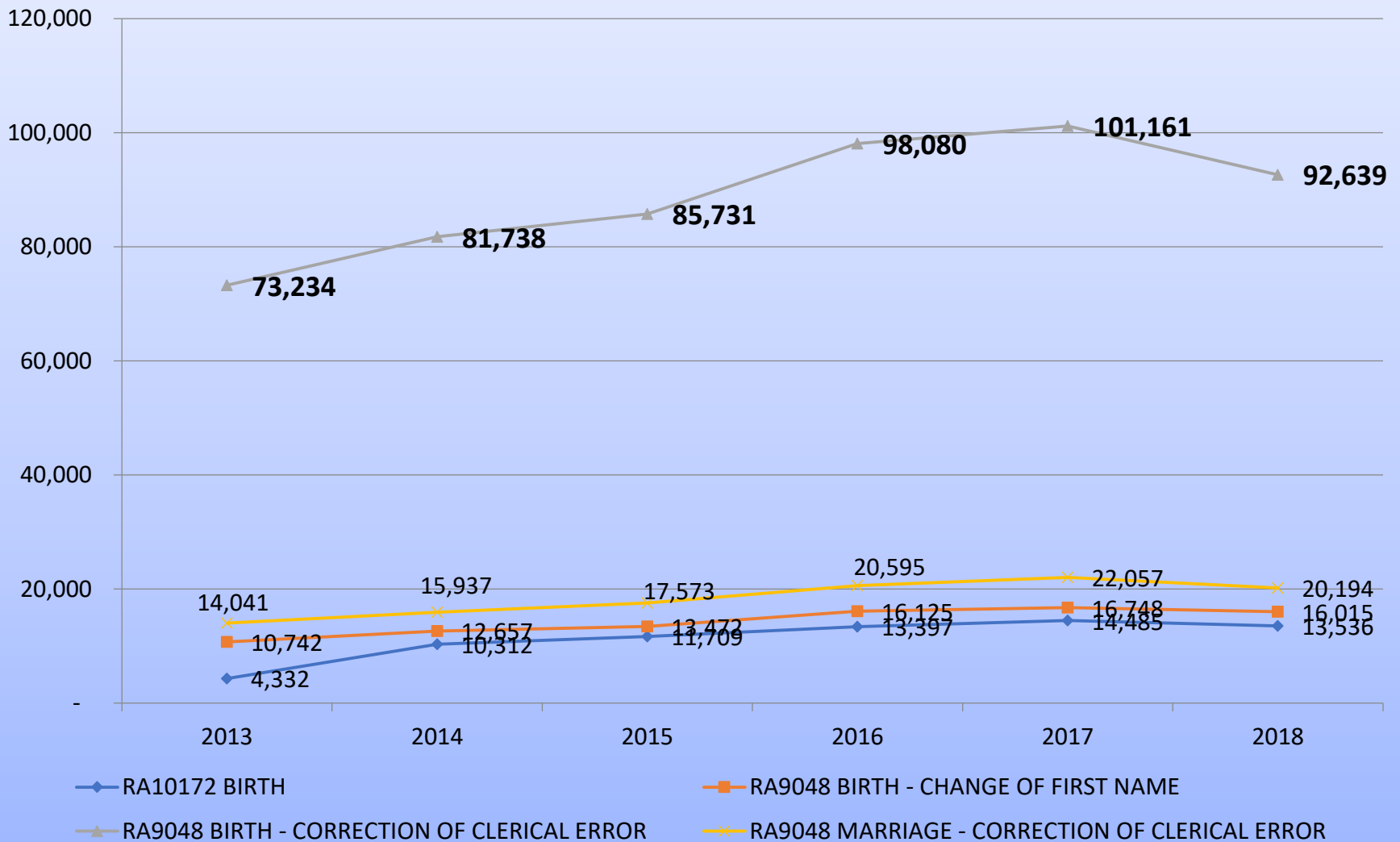
PHILIPPINE STATISTICS AUTHORITY

Legal Instruments Loaded in CRS Database: 2013-2018 (As of 31 October 2018)

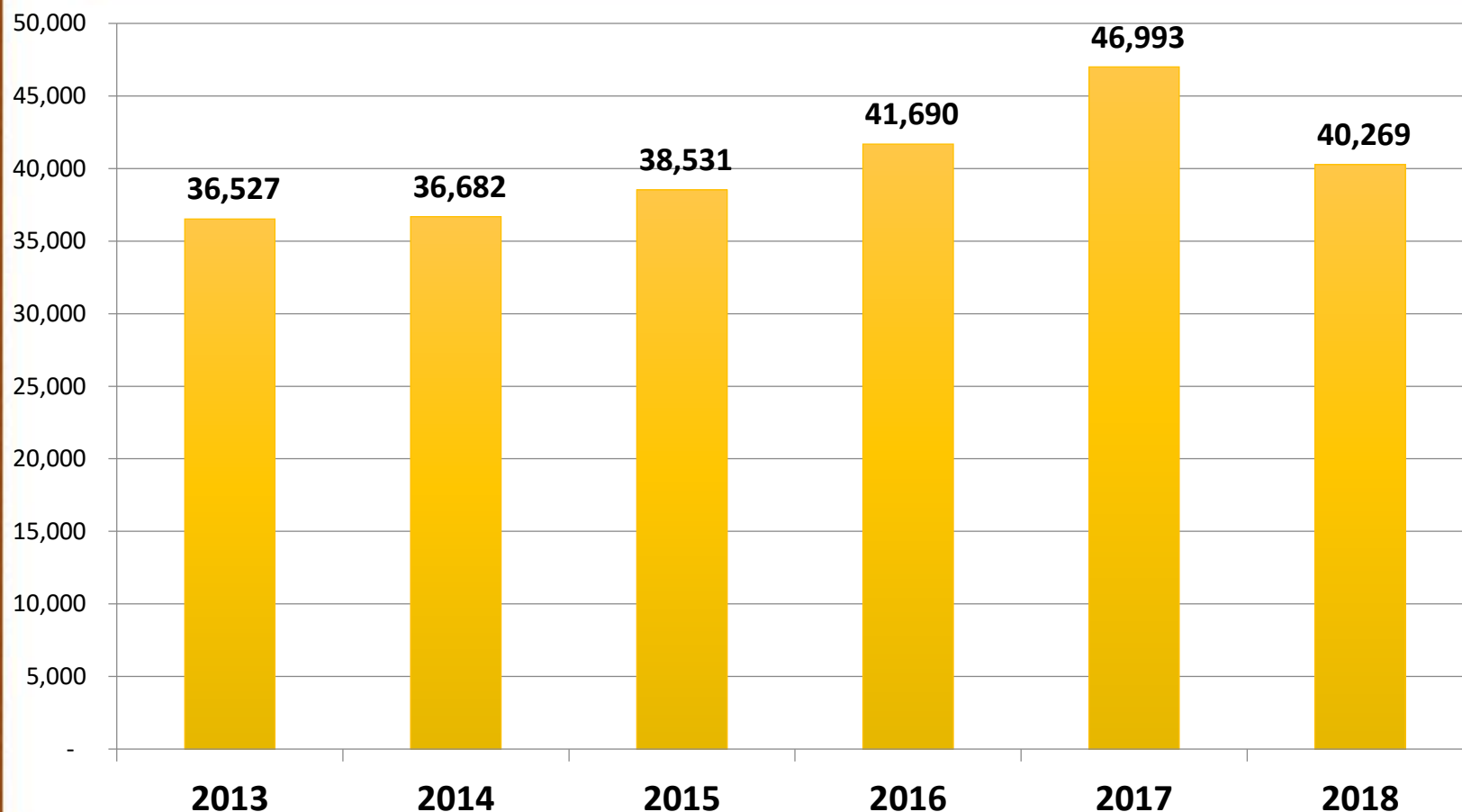


PHILIPPINE STATISTICS AUTHORITY

RA 9048/RA 10172 Loaded in CRS Database: 2013-2018 (As of 31 October 2018)

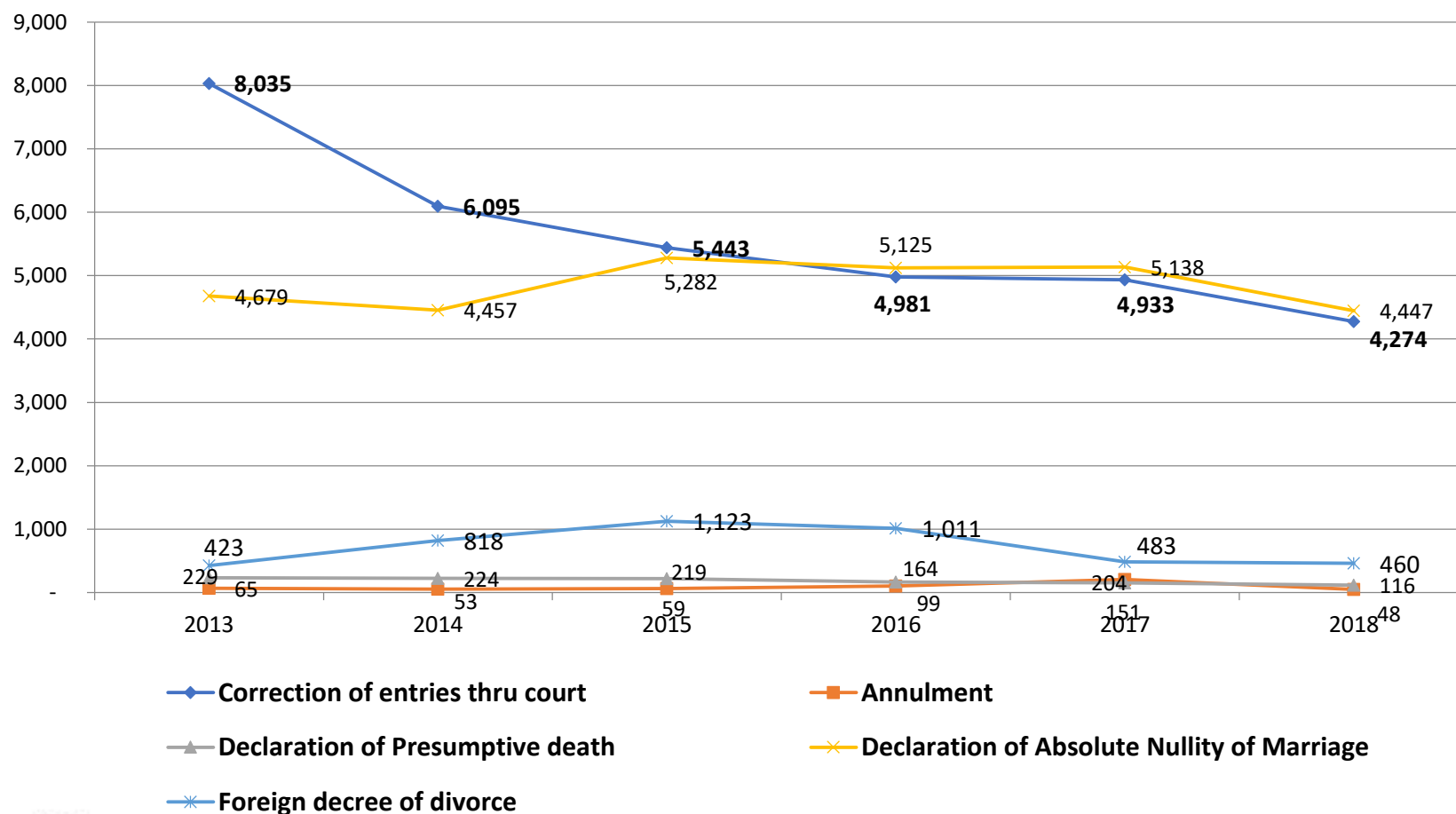


Supplemental Report loaded in CRS Database: 2013-2018 (As of 31 October 2018)



PHILIPPINE STATISTICS AUTHORITY

Court Decrees Loaded in CRS Database: 2013-2018 (As of 31 October 2018)



PHILIPPINE STATISTICS AUTHORITY

3

PART III

Civil Registry System Information Technology Project II (CRS-ITP2)



Phase 1 of the CRS-ITP (CRS-ITP)

- PPP project
- Contract signed in 1999 and implemented in 2000
- should have ended in 2012
- first extended to 2015
- again extended to March 2017

Phase 2 of the CRS-ITP (CRS-ITP2)

- PPP project
- intended to improve and expand the services and to replace
 - ✓ the nearly obsolete equipment and
 - ✓ outdated technology under Phase 1



Under the CRS-ITP2 . . .

1. Computerization of civil registry operations
2. Imaging technology for digitizing civil registry documents including specimen signatures of all city and municipal registrars of about (170 million records)
3. Faster production of vital statistics
4. Civil Registry Services Through Various Channels, Including New Ones
5. Construct a new dedicated and permanent civil registry service building
6. Establish a geographically separate disaster recovery environment in an undisclosed location within the Philippines



PHILIPPINE STATISTICS AUTHORITY

Key Performance Indicators

Service Levels

| Service | Former PPP (2000-2016) | New PPP (2016-2028) |
|--------------------------|----------------------------|------------------------|
| 1. Basic Services | | |
| • Copy Issuance | 2 hours | 1 hour |
| • Authentication | 2 hours | 1 hour |
| • CENOMAR | 5 days | 1 day |
| • CENODEATH | N/A | 1 day |



PHILIPPINE STATISTICS AUTHORITY

Key Performance Indicators

Service Levels

| Service | Former PPP (2000-2016) | New PPP (2016-2028) |
|--|----------------------------|---|
| 2. Expanded Services | | |
| • Premium Annotation | N/A | 5 days |
| • Viewable Online Document | 2 hours | 1 hour |
| • DocPrint from Viewable Document | 5 days | 30 Minutes |
| • Transaction Verification/ Agency Validation Service | N/A | Average response time of less than 2 minutes per transaction |

Key Performance Indicators

Service Channels

| Type | Former PPP (2000-2016) | New PPP (2016-2028) |
|---------------------|---------------------------------|--|
| For Walk-in Clients | 40 PSA-Operated Outlets | 80 PSA-Operated Outlets |
| | BREQS Outlets (Offline) | LGU-operated Outlets (Online) |
| Web-based | PSASerbilis(Web) | “Cloud outlets” (Web) |
| Other types | Helpline Plus (Telephone-based) | PSA-authorized Outlets (Online) e.g. Telephone-Based |
| | | Mobile (“CRS-in-a-Box”) |
| | | Self-Service Kiosks |
| Integrated Service | N/A | Allow Interfacing with other Government Agencies |

Key Performance Indicators

Features

| Features | Former PPP (2000-2016) | New PPP (2016-2028) |
|----------------------|----------------------------|---|
| Facility | N/A | CRS Building About 9,000 sqm. |
| Disaster Recovery | Offline Backup | Online and fully synchronized disaster recovery site; Geographically Separate; Can serve as alternate Data Center in case of unavailability of Data Center at the Central Facility |



PHILIPPINE STATISTICS AUTHORITY

Under the CRS-ITP2 . . .



Front View of the CRS-ITP2 Building.
Photo was taken on 27/09/18.



Front & Right Side View of the CRS-ITP2 Building. Photo was taken on 27/09/18.



Main Entrance Stair-03 – dimension of stair threads shall be the same with proper slope so that there's no ponding of water. Photo was



Landscaping at Front & Right Side View of the CRS-ITP2 Building. Photo was taken on 27/09/18.

Under the CRS-ITP2 . . .



Left Side of Public Entrance Lobby at 1F. Photo was taken on 27/09/18.



Right Side of Public Entrance Lobby at 1F. Photo was taken on 27/09/18.



Gang Chairs at 1F Application Area are not yet fully completed. Photo was taken on 27/09/18.



www.psa.gov.ph



PHILIPPINE STATISTICS AUTHORITY