

**MEMORANDUM CIRCULAR NO. 2007—004**  
**February 7, 2007**

**TO** : **City/Municipal Civil Registrars and Officers-in-charge**  
**FROM** : **CARMELITA N. ERICTA**  
**Administrator and Civil Registrar General**  
**SUBJECT** : **Guidelines in Preparing and Issuing Supplemental Report**

Rule 11 of Administrative Order No. 1, Series of 1993 (A.O 1) provides the guidelines in preparing a supplemental report at the local civil registry office. The specific provisions in A.O. 1 are reiterated and additional guidelines are issued to ensure the uniformity of procedures being implemented by all local registrars and personnel.

The following are the guidelines:

A supplemental report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

1. However, the “Medical Certificate” in the Certificate of Death and all applicable certifications contained in the Certificate of Marriage should be accomplished completely before registration. Hence, no supplemental report having reference to the mentioned certificates is acceptable. [A.O. 1 a, Rule 11 (1)]
2. The supplemental report shall not be used in any manner to change or to correct any entry, which was previously entered in the civil register, or to circumvent the provisions of Article 412 of the Civil Code of the Philippines, which prohibits any change or correction of an entry in the civil register without judicial order. [A.O. 1. Rule 11(2)]

This rule still applies with the enactment of Republic Act 9048, which amended Article 412.

4. The civil register shall accept only one supplemental report for more than two emitted information in any registered event. In cases where there are more than two omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar General. [A.O. 1, Rule, 11 (13)]

Cases which need to be referred to the office of the Civil Registrar General (OCRG) shall be submitted to the:

Office of the Civil Registrar General  
Attn. Ms. Editha R. Orcilla  
Vibal Bldg., corner Times St., and EDSA  
West Triangle, Quezon City

5. The OCRG shall provide the feedback to the civil registrar regarding the result of the submitted case/s of supplemental report for more than two omitted information within fifteen days after receipt of the cases. Feedback means whether the case/s raised have been approved or disapproved. Whenever necessary, follow-up on the results of the cases may be made through the following email address.

to [E.Orcilla@census.gov.ph](mailto:E.Orcilla@census.gov.ph)

cc: [C.Ericta@census.gov.ph](mailto:C.Ericta@census.gov.ph), [L.Hufana@census.gov.ph](mailto:L.Hufana@census.gov.ph)

6. Pending approval by the OCRG on supplemental report cases with more than two omitted information, the local civil registry offices should refrain from effecting the supplemental report and from issuing civil registry documents with supplemental report to the client.
7. The supplemental report may be filed by the parents/guardian or the party concerned, if of age who shall execute an affidavit indicating the entry/entries in the registration and the reason/s why there was a failure in supplying the required entry. [A.O. 1, Rule 11 (4)]
8. Ensure that the following requirements are complied with:
  - Affidavit for supplemental report indicating the facts of events like name/s of the owner/s, date and place of event, entry/entries omitted, and reason/s for failure to supply the missing information at the time of registration;
  - Certified copy of the document with the omitted entry/entries;
  - Supplemental report using the appropriate form as stated in guideline # 9;
  - Certified copy of the Certificate of Marriage of the parents of the document owner, if document affected is a Certificate of Live Birth.
9. Upon receipt of the requirements stated in the guidelines #8 above, the local civil registry office shall prepare the supplemental report using the appropriate form, that is, Certificate of Live Birth, Certificate of Marriage, Certificate of Death, or Certificate of Fetal Death, whichever is appropriate.

The omitted entry/entries shall be entered in the appropriate space/s in the said forms in addition to the following items:

- Certificate of Live Birth/Certificate of Death/Certificate of Fetal Death
  - Province
  - City/Municipality
  - Registry Number
  - Name of the Document Owner

- Informant
  - Prepared By
  - Received at the Office of the Civil Registrar
- Certificate of Marriage
    - a. Names of the contracting parties
    - b. Received at the Office of the Civil Registrar
10. The affidavit for supplemental report shall not be registered in the Registry Book for Legal Instruments. For control purposes, the registry number of the civil registry document affected by the supplemental report should be transcribed on the upper right hand portion of the Affidavit.
11. Corresponding, the following shall also be written under the Remarks column of the Civil Registrar:

“With the Supplemental Report, prepared by (complete name of the person who prepared the supplemental report) on (date of entry of the supplemental report) for (omitted entry/entries).”

12. The local civil registry office shall issue a certified copy of transcription of the document bearing the effects of the supplemental report. Said certified copy shall be marked “with Supplemental Report” to be written on the upper right hand portion of the document.
13. The local civil registry office shall submit certified true copies of the following documents to the OCRG
- Copy of the Affidavit for Supplemental Report
  - Copy of the Supplemental Report
  - Copy of the document with omitted entry/entries
  - Copy of the document bearing the effects of the supplemental report with the mark “with Supplemental Report”

The above shall be submitted to the:

Office of the Civil Registrar General  
Attn. Ms. Editha Orcilla  
Vibal Bldg., cor. Times St. and EDSA  
West Triangle, Quezon City

Subject: Supplemental Report

For your compliance.