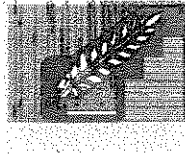




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Office of the Civil Registrar General
National Statistics Office
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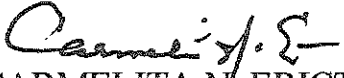
Ref. No. 03CRD001-058
(Pls. cite in your reply)

4 November 2003

MEMORANDUM

FOR : All Employees at the Civil Registry Department
Regional Directors and Regional Serbilis Outlet Staff
Provincial Statistics Officers and Provincial Serbilis
Outlets

SUBJECT : Guidelines in Providing Information to the Media

FROM : 
CARMELITA N. ERICTA
Civil Registrar General

The Office of the Civil Registrar General (OCRG) is considered by the media and other agencies as the main source of reliable information to establish identity and status of persons. This is especially true for private individuals and public officials who are the focus of intense media scrutiny.

To maintain the integrity of civil registry product and the quality of our service, the following guidelines are formulated for the information and strict compliance of all concerned. Violation of these guidelines is tantamount to a violation of reasonable office rules and regulations, and may subject the offender to administrative penalties.

1. Unless accompanied by an express written clearance from the Administrator, the Deputy Administrator or Director of the Civil Registry Department (CRD) or their duly authorized representatives, no personnel is authorized to provide any information, whether verbal or otherwise, pertaining to the civil status or identification of any individual, to a representative of the media or agency. In the case of field offices, such clearance shall be given by the Regional Director (RD), Provincial Statistics Officer (PSO) or their duly authorized representatives.

2. Duly authorized representatives are limited to the Division Chiefs of the CRD, or in the case of the Administrator and Deputy Administrator, whoever shall be designated, provided that in no case shall their salary grades be lower than SG 18. For field offices, authorized representatives shall be those designated by the RD or PSO, whose salary grade should not be lower than SG 15. Designation orders to this effect shall be issued by the proper official.
3. No request from any media or other agency pertaining to the above-mentioned cases shall be entertained unless it is accompanied by a letter request from their respective heads.
4. Official response to such requests shall be only through a certification, the templates of which are attached to this memorandum. Should a copy of the document be required, an application must be filed and approved by the person identified in Items 1 and 2 above, after which, general processing and issuance procedures shall be followed.
5. Release of the official response shall be made only to the same representative who filed the application or made the request.
6. Copies of all such requests, certifications and documents issued shall be kept on file at the OCRG for record purposes.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the marriage certificate of name of groom and name of bride alleged to have occurred on date of marriage, in place of marriage (is/is not available) in the Indices of Marriage of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the birth certificate of name of owner of document alleged to have been born on date of birth, to parents name of father and name of mother in place of birth (is/are not available) in the Indices of Births of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.

Form No. _____

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

OFFICE OF THE CIVIL REGISTRAR GENERAL

(date of issue)

TO WHOM IT MAY CONCERN:

This is to certify that the death certificate of name of owner of document alleged to have died on date of death, of parents name of father and name of mother in place of death (is/is not available) in the Indices of Death of the National Statistics Office.

Issued upon the request of (requester's name) for (purpose cited in the application form / letter request).

LOURDES J. HUFANA
Director III

Affix
Doc. Stamp

Note: This certification is not valid if it contains erasures or alterations.