

MEMORANDUM

TO : All Regional Directors

FROM: CARMELITA N. ERICTA
Administrator and Civil Registrar General

SUBJECT: Guidelines on BREQS for LGUs and TA/RAs

Date: February 15, 2010

The attached document contains the guidelines in implementing the BREQS in Local Government Units, especially in the Local Civil Registry Offices, and in NSO-accredited travel agencies and recruitment agencies. Those guidelines cover the following concerns:

1. Promotion of BREQS usage
2. Training
3. Execution of the Memorandum of Agreement
4. Servicing outlets
5. Monthly updates
6. Online submission of BREQS data, and
7. Monitoring and reporting.

For your guidance and appropriate action.