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Republic of the Philippines
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National Statistics Office
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Ref. No. 04CRD00-034

MEMORANDUM -

**To: All Regional Directors, Provincial Statistics Officers and
Local Civil Registrars**

From: 
CARMELITA N. ERICTA
Civil Registrar General *gk*

Date: April 26, 2004

Subject: Issues on Civil Registry Forms

Please be informed that a meeting was held between NSO and APO Production Unit to clarify specific issues surrounding the quality and sale of civil registry forms being printed by the latter. Below are the explanations, resolutions and/or actions to take to address the issues.

1. Misalignment of print on civil registry forms

This refers to the prints (lines and texts) on civil registry forms for the four sheets which are allegedly misaligned so that write-in entries do not fall on appropriate spaces.

Please be informed that APO is making a check of the machines used in printing the questioned forms. Results of the testing will be disseminated immediately as soon as we get a feedback from APO.

However, it could also be possible that the four sheets are not arranged carefully during typing or filling-up of the forms with carbon paper underneath, making the entries in the second, third or fourth copy to be misaligned also. Thus, the write-in entries do not fall within the spaces corresponding to the required items of information in the civil registry form.

As a result, difficulty in deciphering the entries corresponding to the items causes confusion and misinterpretation by the owner and/or end-users of the documents as well as in the preparation of the corresponding index for the database or archives.

Thus, the search and retrieval of documents from the archives or database is made difficult.

In order to enhance the quality of entries in the civil registry forms being submitted by hospitals or any other source, the importance of quality of accomplished civil registry forms including clarity and alignment of entries therein should be advocated and disseminated among all those involved in the preparation of such forms for registration.

2. Background (watermark) prints on the civil registry forms are very clear and thus become more prominent than the entries.

This refers to the heavy watermark print of the words "Office of the Civil Registrar General" in the civil registry forms. This causes confusion in deciphering entries when preparing the index.

As agreed upon, APO will reduce the percentage of screen printing of the said background. Such reduction will be implemented in the succeeding orders to be made with APO.

3. Alleged sale of civil registry forms by APO representative to the Local Civil Registry Offices (LCROs).

There were reports that civil registry forms are being sold at the same price by an APO representative. APO, during its meeting with NSO, stated that it did not authorize any representative to sell forms at any time. In addition, as stated in the agreement entered into by NSO and APO, NSO is the sole distributor of the civil registry forms.

Thus, any sale made by any person purporting to be a representative of NSO or APO should not be accepted. All provincial and regional offices of NSO and LCROs are forewarned of said fraudulent sale of forms. Any encounter with said fraudulent sale should be reported immediately to the Office of the Civil Registrar General.

For your information and guidance.