



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

**MEMORANDUM CIRCULAR No. 2017 - DIC**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/OFFICERS-IN-CHARGE

SUBJECT : Reiteration of Circular No. 1 Series of 1988 re Submission of Civil Registry Documents from the Local Civil Registrars to the PSA Provincial Offices

DATE : 5 October 2017

It is our commitment to provide and issue the requested civil registry documents to our clients. PSA is also committed to generate quarterly report of vital statistics.

Hence, this is to reiterate and emphasize the provision of Administrative Order No.1, Series of 1993 stating that *"all local civil registrars are to send to the Office of the Civil Registrar General (OCRG) within the first ten days of each month, a duplicate copy of every document registered during the preceding month"*.

While some are strictly complying with the timely submission of the documents to PSA, there are still local civil registrars who are delayed in submitting the documents to this office. There are also some local civil registrars who are not mindful in the process of registration wherein the documents were not completely and properly filled-up, for instance, the documents are submitted unsigned either by the C/MCR concerned or by the parties.

Therefore, it is instructed that all civil registrars of cities and municipalities must submit to the PSA Provincial Office duplicate copies within the first ten days of each month, all registered documents during the preceding month either by mail or by any other faster means available. Only local civil registrars of the city/municipality or their authorized representatives may hand carry the documents to the PSA Provincial Office.

For strict implementation.

*Lisa Grace S. Bersales*

**LISA GRACE S. BERSALES, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

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RSR/ERO/JFR