



Republic of the Philippines  
**NATIONAL STATISTICS OFFICE**

Reference No.: 12CRD-2113

**MEMORANDUM CIRCULAR NO. 2012- 03**

**TO** : All Regional Directors/Provincial Statistics Officers and City/Municipal Civil Registrars.

**SUBJECT** : Update on Guidelines for Reconstruction.

Civil registry books and other related documents, which were partially or totally destroyed by fire, flood and by other causes such as destruction due to termites, wear and tear, mishandling of the documents or when the documents are lost and there is impossibility of locating or recovering said documents, can be reconstructed by requesting copies of the registered documents either from the registrants pursuant to Rule 63 of Administrative Order No.1, Series of 1993, or from this Office.

In the case of reconstructing copies of the civil registry documents from the Office of the Civil Registrar General (OCRG), the following guidelines shall be observed by concerned City/Municipal Civil Registrars (C/MCRs):

1. For purposes of reconstructing civil registers, the local civil registrar shall request in writing from this office certified machine copies of the civil registry documents. The request letter which must be noted by the City/Municipal Mayor shall contain among other things an information regarding the type of documents needed and the months and years when these documents were registered. Upon receipt of the request, this office shall verify from its archives whether or not the requested documents are available. Accordingly, the C/MCR shall be informed as to how many documents are available.
2. The cost is five pesos (P5.00) for each machine copy of the document.
3. When funds are appropriated, the local civil registrar shall forward to this Office a copy of the Requisition and Issue Voucher (RIV) duly approved by the mayor and certified as to the availability of funds by the treasurer. A copy of the Sangguniang Bayan resolution shall be attached to the RIV.



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4. This Local Civil Registry Office (LCRO) may send two or three representatives at the most to reproduce the document using the microfilm rolls available at the Microfilm Unit of the CRD.
5. After reproduction, the Local Civil Registrar of LCRO representative shall remit the required payment for reproduction either in check or money order payable to the National Statistics Office (NSO).

For your guidance.

  
CARMELITA N. ERICTA  
Administrator and Civil Registrar General

July 16, 2012

CNE/LJH/JFB