



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

MEMORANDUM CIRCULAR No. 2019- 14

TO : ALL PSA OFFICIALS AND EMPLOYEES
ALL CITY/MUNICIPAL CIVIL REGISTRARS
ALL CONSUL GENERALS, CONSULS, AND VICE CONSULS
ALL CIRCUIT/DISTRICT REGISTRARS OF THE *SHARI'A*
CIRCUIT/DISTRICT COURTS
THE GENERAL PUBLIC

SUBJECT : Transfer of the PSA Offices and Central *Serbilis* Outlet Housed in Solicarel Buildings in Sta. Mesa, Manila and in Vibal Building along EDSA, Quezon City

DATE : 17 May 2019

Aimed to streamline and improve the frontline and back-end services to the public, all operating divisions and units under the Civil Registration Service of the Philippine Statistics Authority, including the PSA Central *Serbilis* Outlet, previously holding offices at Solicarel Buildings 1 and 2 along R. Magsaysay Blvd., Sta. Mesa, Manila and at Vibal Building located in Times Street corner EDSA, Quezon City, are now housed in its new building in Quezon City.

The PSA Central *Serbilis* Outlet, which is now located at CRS Building, PSA Complex, East Avenue, Diliman, Quezon City, is open from 7:00 AM to 5:00 PM, from Mondays to Fridays, except during holidays, and entertains and accommodates all requests for copy issuance of civil registry documents such as, but not limited to, Certificates of Live Birth (COLB), Certificates of Marriage (COM), Certificates of Death (COD) and Certificates of No Marriage Record (CENOMAR), including annotated civil registry documents.

In view of this development, the general public is advised to bring with them at least two (2) valid identity documents (IDs), or a photocopy of the same if they only have one (1) valid ID, along with the required authorization letter of the document owner if the civil registry document being requested is not theirs. All inquiries as to the status update of relevant civil registry documents previously processed or other official transaction with the PSA Civil Registration Service may also be made on site. All communications relative to civil registration matters and concerns are to be addressed to the National Statistician and Civil Registrar General using the same address.

All PSA officials and employees, City/Municipal Civil Registrars, Consul Generals, Consuls and Vice Consuls, Circuit/District Registrars of the *Shari'a* Circuit/District




Management System
ISO 9001:2015
www.tuv.com
ID: 9105FA0331



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone (632) 938-5267
www.psa.gov.ph

Courts are to cascade this Memorandum Circular to their stakeholders, clients, constituents and fellow employees effective immediately within their territorial area of jurisdiction.

For your guidance and strict compliance.


JOSIE B. PEREZ
Assistant Secretary
Officer-in-Charge



DAAS/FCT/SRADA