



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 18CRS00-10123

**MEMORANDUM CIRCULAR No. 2019- 17**

TO : All City/Municipal Civil Registrars/Officers-in-Charge and Stakeholders

SUBJECT : New Guidelines for Procurement of Municipal Forms

DATE : 28 June 2019

Pursuant to the recommendation from PSA General Services Division (GSD), effective July 2018, the Civil Registration Service (CRS) will no longer “prepare and order printed necessary forms”, as indicated in Rule 1 (b) of Administrative Order No. 1, Series of 1993. Civil registry forms for birth, death and marriage are accountable forms that are included in the enumerated documents of Annex A of Appendix 20 on the Guidelines on the Procurement of Printing Services as provided in the Revised Implementing Rules and Regulations of Republic Act. No. 9184

Please be informed that the process of procurement of municipal forms is covered by a special rule as also indicated in the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184. Attached herein is the process for your reference.

Advance advisory was issued to those who issued payment to the respective PSA Provincial Offices until June 2018. Those cities/municipalities who already paid their orders will be processed but for those who placed their orders but with no payment yet, it will be returned to respective cities/municipalities and are directed to proceed to the recognized government printing agency to procure or purchase the civil registry forms.

PSA Central Office will stop order and purchase of civil registry forms for the City/Municipal Civil Registrars (C/MCRs) and are advised to directly proceed to the Recognized Government Printer (RGP) or in this case, APO Printing Inc. to purchase the necessary civil registry forms.

For your strict compliance.

**CLAIRE DENNIS S. MAPA**

Undersecretary

National Statistics and Civil Registrar General



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