



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Ref. No. 19CRS-06-913

**MEMORANDUM CIRCULAR NO. 2019- 19**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs

SUBJECT : Additional Guidelines in Supplying the Registry Number of Civil Registry Documents


DATE : 04 June 2019

Under item No. 4 of Memorandum Circular 2017-05, a Supplemental Report is not applicable to supply the registry number on the PSA copy. To update the PSA copy which contains no registry number, the Local Civil Registrar (LCR) shall endorse a certified copy and/or transcription of the document with the correct registry number.

However, there are cases that need further clarification on how to supply the registry number on the PSA copy of the document. Hence, the following additional guidelines are issued:

1. If the Local Civil Registry Office (LCRO) has a copy of same document with the correct registry number, the LCR shall endorse to PSA certified true copy of the said document and its transcription in Civil Registry Form No. 1A for the latter's evaluation.
2. In case the LCRO has a copy of same document but bears no registry number, the LCRO must check the Registry Book. If the subject document is consistent in their Registry Book and has registry number, the LCR shall endorse to PSA a certified copy of the page of the Registry Book where the document was recorded for the latter's evaluation.
3. If the subject document is not available in the Registry Book of the LCRO but it bears the date of receipt, name and signature of the civil registrar, the document is deemed registered pursuant to Rule 9, paragraph 4 of Administrative Order No.1, Series of 1993 (*Operative Act of Registration*). Thus, the LCR must reconstruct the document and assign the last registry number available in the Registry Book on the year when the document was registered.
4. When the subject document is not available in the Registry Book of the LCRO and bears no date of receipt of the document, name and signature of the civil registrar, the process of late registration is applicable. Likewise, the process of late registration is applicable in case the Registry Book is not available at the concerned LCRO.

For your information and guidance.

  
**CLAIRE DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General



Management System  
ISO 9001:2015  
www.tuv.com  
ID 9108840991



8<sup>th</sup> Floor CRS Building, PSA Complex, East Avenue, Diliman  
Quezon City, Philippines 1101  
[www.psa.gov.ph](http://www.psa.gov.ph)