



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Ref. No. 19CRS-06-886

**MEMORANDUM CIRCULAR NO. 2019- 21**

TO : ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs

SUBJECT : Duty to Preserve Copy of Civil Registry Documents Prior to Annotation/Putting any Remarks or Adoption

DATE : 28 June 2019

It is the practice of most local civil registrars to directly annotate or put any remarks to the civil registry documents on their files without retaining a copy thereof prior to annotation/putting any remarks or adoption. However, the said practice impedes the subsequent processing of corrections/amendment of birth certificate in case of adoption.

Under Memorandum Circular 2012-02 (*Guidelines in the Submission of Documents for Court Decision/Order*), the National Statistics Office (now Philippine Statistics Authority) shall process the annotated civil registry documents and amended birth certificate in case of adoption upon submission of the following documents:

X X X                      X X X                      X X X

**6. Original/CTC of the civil registry document without annotation/  
birth certificate prior to adoption.**

In view of the foregoing, all civil registrars are instructed to retain a certified copy of the civil registry documents prior to annotation/putting any remarks or adoption in order to process the affected documents pursuant to the abovementioned memorandum.

For strict compliance.

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

DAAS/RCT/MBG/RDF



Management System  
ISO 9001:2015  
www.tuv.com  
ID 9108640991



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)